SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

NAIPUNNYA BUSINESS SCHOOL

NAIPUNNYA BUSINESS SCHOOL, PONGAM, KORATTY EAST
680308
www.nbs.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Naipunnya Business School (NBS), an off-shoot of Naipunnya Institute of Management and Information Technology (NIMIT) was set up in 2012 for creating Business professionals who meet the standards of the present industry and culture. The college has an excellent infrastructure with all modern amenities and offers an excellent teaching and learning atmosphere. NBS is affiliated to the University of Calicut and is recognized by AICTE. NBS is an ISO 9001 2015 certified institution.

NBS is a truly accessible campus. The academic blocks are well designed to complement the NBS's interactive teaching methodology with ICT enabled classrooms, internet facility, sector specific labs for learning through practice, libraries with separate sections for journals, magazines, reference sections and modern e-resources with free-access to a large number of e-journals and e books. The Institute provides its students with world-class sports facilities which include a Football, Volleyball and Basketball courts. It also houses a gymnasium with all the modern facilities. NBS provides an environment that is conducive to meet the needs of each student.

NBS fosters in developing self-confidence and a positive self-image for Business graduates. We are committed to transforming students into Business Leaders, thought holistic development. Develop students for entrepreneurial development, through training, and make them change leaders in the community through teaching them ethics and values in business transactions. We are in the process of:

- Transforming students into business leaders.
- Developing students towards a holistic perspective
- Offers Immersive & Experiential Learning Process.
- Student-centered Teaching
- Providing an eco-friendly green campus.

Since its launch, NBS has produced graduates who showed persistence towards innovations in business leadership. NBS offers an environment rich with experiential learning for its students. NBS provides students with learning opportunities, with three specializations to choose from. The NBS program emphasizes analytical and critical thinking skills, evaluation of alternative courses of action, understanding the impact of the business environment on business decisions and application of ethical principles.

Vision

Vision: To be a global academy, one of the world's leading institutes that moulds students for management practices, striving continuously for excellence in education and service to the society.

Motto: To reach the unreachable

Goals and Objectives:

- To develop students into business leaders ready to tackle the challenges of today's global business

environment
- To prepare students for a career in entrepreneurial skills
- To instill values focusing on cultural, social, and to be part of the community through volunteering
- To prepare students to become an active member of a global society
- To provide opportunities to participate in activities outside the academic program.
- To offer an efficient mentoring support.
- To be a change leader in changing the economic and social landscape of the century.

Core Values: The mission of Naipunnya Business School is to educate students to become business leaders who make a difference in the world. For achieving this mission it requires an environment of trust and mutual respect, free expression and a commitment to truth, excellence, and lifelong learning. All our students, faculty, staff, and alumni are trained to accept these principles when they join NBS. To foster values useful for the business and community. We practice these values in our daily interactions so that students are able to:

- Respect for the rights, differences, and have a cultural immersion the larger community
- Practice honesty, transparency in all their dealing with members of the community
- To this end, NBS community members have a personal responsibility to integrate these values into every aspect of their experience here.

NBS, in its progressive pursuit of excellence focuses on preparing students for future managers. The vision of the Business School "To reach the unreachable" is a force that drives us all to stretch out the potential to explore the competencies that can be learned from inside and outside the classroom. The mentoring schedules innate the abilities of our graduates to be innovative managers in systematic fundamentals.

Mission

Mission: Our mission is to equip students with management skills so that they may function efficiently and effectively in the modern world. We strive to produce leaders who have an awareness and involvement in wider societal concerns, such as the protection of the environment, conservation of energy and concern for social justice. At NBS, students will Experience the joy of learning, Explore new horizons and Excel in all fields.

NBS always strived to create the right set of knowledge, skills and attitudes, not compromising the values for which it stands. We constantly nurture our students not only for the corporate opportunities, but also sensitize them to the important issues of the community around for a holistic education. We are now in the relentless pursuit of research contributing knowledge to the business world. We believe that our students should be groomed according to the environment in which he/she lives. Thus we at NBS, offer comprehensive training on personality and skill development, to develop healthy and disciplined managers suited to different business environments. NBS has focused on a corporate driven course curriculum, and provides add-on courses to transform the student to a thoroughbred professional through practical labs, extra-curricular activities and major competitive events. Thus, NBS has now positioned itself as a model in business education for developing futuristic managers for the competitive business environments. Through our Academic Enrichment Programs (AEP's), we expose our students to the understanding of the dynamics of professional corporate culture from practicing managers and entrepreneurs. Our faculty team is kept abreast of the latest developments in the corporate by having Networking dinners. Our Governing council, consisting of renowned educationists, CEO's and practicing senior managers, gives us insights on the future trends in education and industry. This makes NBS an institution distinctive and competitive. Corporate networking and mentoring have developed our students and improved their place-ability scores by aligning their Knowledge, Skill & Attitude with the key

requirements of the job market. We are in the relentless pursuit to become a quality driven business school, by empowering our young students to build a strong skillful and talented nation.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Academics: NBS has strong and rigorous academic programs that provide students with the knowledge, skills, and competencies needed to enter immediately into the workforce upon completion of the program. Student interviews and surveys demonstrate a high degree of confidence and satisfaction in the academic programs, as well as the faculty advice that they receive concerning their academic options and pathways. Employers also report that NBS students excel in a variety of fields and are receiving the appropriate competencies and skills acquisition through their programs of study. NBS also has a variety of academic programming that meets both student and employer needs.

Faculty: Faculty members are well qualified with Doctoral degrees or with their ongoing doctoral programs. This enables them to contribute in a big way to academics. The faculty also has an excellent understanding in the Vision, Mission and core values and how NBS should function. The department also subscribe regularly to 5 leading magazines, besides the newspapers to every student and faculty. NBS has exceptional physical facilities, including a green campus which contributes to a pleasant teaching and learning exchange. Faculty also emphasizes the importance of value education and socially relevant projects in management education.

Management: NBS has a strong support from the management and important relationships with industry that allow for program enhancements and expansion.

Governing Council: NBS has constituted a governing committee with academicians and Industry leaders, which is critical to ensuring that curriculum is connected to competencies and skills needed in the workforce.

Infrastructure: NBS is well connected via road, rail and air. Located on the NH47 highway, NBS is well connected to Ernakulam, Kottayam and Thrissur districts. NBS is located 13 Kms from the Kochi International airport. NBS is also located between Angamaly and Chalakudy. The nearest railway station is Karukutty. This strategic location makes it possible for easy commuting for students, staff and visitors.

Participative Management: NBS has a participative style of management including all our stakeholders. Our management, governing council, faculty, administration and students are well represented in all our committees.

Institutional Weakness

Any institution that opts to move along the straight and narrow path, are not financially rich, we too are so. This slows down our future developments. At the same time we are able to fulfill our mission of 'reaching to the unreachable.'

Language Skills: Even though English is the preferred language, many students who come from the community have not been able to speak the language fluently and as a result, we provide language labs and language skill training to our students which takes time.

University Restrictions: Since NBS is an affiliated college, there are restrictions to enter into tie-ups with other universities or colleges for offering Interdisciplinary courses. Hence we offer courses, from the university regulations.

Research and Consultancy: We are a relatively new business school established in 2012, thus we lag in research activities and consultancy. Even though there has been a lot of stress for paper publications and research, there still seems to be a shortfall in our objectives. However, with the research center in place, we hope to improve the same in day to come.

Delayed Schedules: The university exams often get delayed due to various reasons and the Program completion on an average is 2 and half years even though it is 2 years. The college however completes all the academic requirements according to our schedules. However, the end semester exams by the university gets delayed. This also affects the placement as companies find it difficult to in-board our graduates due to the delay in publishing of the university results.

Twinning programs and collaborations: Even though we have plans to have twinning programs and collaborations with other universities in India and abroad, the affiliating University do not promote or accept twinning programs of other universities.

Values and Ethics: Due to the onset of new technologies in media, the sense of loyalty and commitment is getting diluted, this can widen the gap between the different stakeholders of the college like students, faculty and management. However this is not an isolated issue for NBS alone, thus, we conduct programs to foster and mend relationships.

Institutional Opportunity

Industry Linkages: NBS is striving to develop various links with Industry for consultancy programs. We have now opportunities in the Techno parks and Info parks which have come in our neighborhood Koratty. We plan to tie up with these institutions in future through consultancies, internships and projects. This will enable the faculty to have a firsthand information on current practices of management education and can be shared in the classes.

Alumni: Even though we are a relatively young Business School, we have built up our Alumni network. Alumnus of our B school who are in prominent positions are also utilized for classes as well as opportunities for projects for our students. We plan to expand the network through chapters in different cities as well.

E-learning: NBS is also expanding its e-learning academic resources which can be operated via laptops, tablets and smartphones.

Chamber of Commerce: We have started our initiative to build relationships with the chamber of commerce to offer consultancy for small businesses in our locality. This will soon be grown into our major CSR to the society.

Research: NBS has allowed its faculty to pursue PhD programs. This results in multifold benefits to the college. Not only does the institute have higher qualified faculty, but through them, the quality of students passing out of the college also improves.

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Future Plans

- To organize International seminars and conferences.
- To provide more scholarships for academically sound and deserving students which will improve the quality of the program.
- To offer guidance to prepare for Competitive Examinations.
- To strengthen the Placement training to be strengthened for improving better outcome in placements.
- To create an effective Alumni which will help students to be in regular contact with the business school.
- NBS to expand its cooperation with the industries within and outside the state as well as outside the country to give more exposure to the students.
- To enhance the quality teaching of faculty through participating and conducting FDP's.
- To create leaders with a vision and concern for society.

Institutional Challenge

Challenges:

1. Language skills among students are not up to the mark as a result, the B school has to spend a considerable time to train the students for academics as well as classes.
2. With the increase in the number of B-Schools, retaining qualified and experienced faculty has become very difficult. Hence measures towards increasing affinity and allegiance of faculty towards the institute needs to be implemented.
3. With technology changing every day, NBS needs to progressively upgrade its computer lab, online libraries, which invites large investment. Therefore measures to increase Institutional revenue from sources other than tuition fees needs to be thought about.
4. With new courses and programs for students in the B-school market, student admissions are getting affected.
5. With students going abroad for higher studies, PG admissions are affected. Most of the students after their UG migrate to Canada, Australia and New Zealand for their higher studies.
6. Due to the low economic growth and increasing prices, many students from the Middle Income Group are not coming for higher education.
7. Similarly due to the large number of online and distance learning courses available, students are looking into these options for continuing their higher studies.
8. With companies reducing the recruitments, placements are getting affected.
9. Many of our students come from an agriculture background and decrease in crop prices affect our admissions.
10. With the GATT agreement signed, there is a certain possibility that foreign universities will offer courses in India. There will be a tough competition for Indian universities. Steps must be taken to face this threat.
11. The Post-Covid situation is just improving and the revenues are just picking up and this situation has been a challenge financially as well as in other parameters.
12. More corporate collaboration is required to shape the future of business education.
13. The syllabus of the university is not updated at regular intervals and thus does not carry relevant new topics for students. The current syllabus has been in use since 2016. The university has not invited the

faculty for syllabus workshops after 2014.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The duration of the MBA program at NBS is 1st August, to 31st January, 1st and 3rd Semester and 1st February to 31st July for 2nd and 4th semester. The college follows the University Academic Calendar and based on that the Semester Calendar is created. All details of the curriculum are provided in the handbook as well as Linways, the college management system for use by students and faculty members. Faculty members are to prepare the course plan and upload in Linways. All subjects have course outcomes, and reading material are provided to students. Assignments are uploaded in Linways as well as internal examination details. Quizzes are also given to the students through Linways. All faculty members are trained on Linways, Google online and other meeting platforms. After the class faculty members have to mark the attendance and it is monitored by the academic coordinator and the Director. All subjects are taught with the help of case study to get a bigger picture of the theory. Management games like business plan competitions, and entrepreneur venture programs. There are 5 modules for every course and a quiz is conducted after the completion of every module. Students are given topics to take classes on the subject under the guidance of the faculty member. Online classes are conducted occasionally for keeping students informed on the methodology. The curriculum is enriched using Bridging and skill enhancement (BaSE). The Academic Enrichment Program is conducted to distinguish faculty from other B schools. Seminars and debates on ethics and values are conducted. Students are taught MS office Excel to store and organize many data sets. Add-on courses keep the students informed about the latest topics in management. Students are sent for experiential learning through out-bound training. Students are encouraged to write papers along with faculty and publish ISBN proceedings. Community based programs like Hastham, Phisis, SESO are conducted. Students are sent for internships. Marketing, HR and Finance club activities are conducted to improve domain knowledge. Students are sent for Industry visits to learn about workplaces. Feedback related to the curriculum is collected and analyzed and action taken.

Teaching-learning and Evaluation

Naipunnya Business School has an intake capacity of 60 sanctioned seats every year. The college admits students in reserved category, according to the University of Calicut Higher education department and government norms. Vihaan, the batch initiation ceremony is conducted every year to welcome the new batch of students. The students' learning levels are evaluated using BaSE (Bridging and Skill Enhancement) when they join for the program and later through internal examinations and performance tracking systems. The individual faculty members conduct remedial sessions such as special classes, viva-voce, university question paper solving etc. for the slow learners and encourage the advanced learners to write research papers along with faculty members, to participate in industry interactions, academic enrichment programs, union budget analyses etc. College organises experiential learning activities such as industrial visits, outbound training camp, library training. The participative learning events organised by the institution are product launch, brand tower, shaping young minds, ekklesia, shilpam, peer learning workshops, aagneya and cazadorz. College provides different problem solving methodologies, which includes case analysis, MCQs, group discussions. College has a learning management software known as linways and has different modules such as time table setting, subject planner, attendance, assignments, sessional exam, course file settings, message box, internal assessment, course materials, quiz and survey. Faculty can plan their academic activities and the students may track their progress in real time. Faculty members are well versed with google slides, sheets, docs, forms, meet, youtube etc. for the

effective teaching-learning process. The students are assigned under each full time faculty member for effective mentoring and the details will be entered in the mentor-mate software. College follows the AICTE guidelines for the faculty recruitments. College follows the university guidelines for the internal assessment and is transparent and effective too. The grievances related to the internal/external examinations are dealt properly in the institution itself through the exam grievance cell. The course and program outcomes are displayed in the website and its attainment is measured and evaluated for improvement. College has good university results compared to the industry. Most of the students are satisfied with the academics.

Research, Innovations and Extension

Naipunnya Business School by its virtue "to reach the unreachable" has shown interest in creating an ecosystem for innovations through research enhancement programs, product innovation, seminars, paper publications, research projects, workshops, conferences, internships etc. for the enhancement of knowledge to the students and faculty. NBS received a Grant for Unnat Bharat Abhiyan. Faculty members have published books, papers in peer reviewed journals, contributed papers in edited volumes and conference proceedings. NBS have been organising and conferences since 2015. Vaidakthya is the national conference held every year since 2016. Our Library is a knowledge centre that has a repository of books, journals, newspapers, magazines, periodicals, e-resources etc. Students under the guidance of the faculty members have organized business plan competitions, and participated in National business plan competitions, won prizes in different competitions. Naipunnya Business School-Center for Community and Business Research (NBS-CCBR) offers guidance to research scholars and students. Recently, Kerala University of Fisheries and Ocean Sciences (KUFOS), granted a Research Center to NBS, in the year 2020. Currently there are 3 guides and 5 scholars.

Naipunnya Business School organises extension activities with a dual objective:

- To sensitize our students about various social issues.

- To strengthen students' participation in the community.

Naipunnya Business School organized sensitization programs such as energy conservation day, hair donation program, save environment save ourselves program & Swach Bharat and community participation programs such as Hastham, rural camp, village adoption scheme, drinking water project, recycling of pen and papers, flood relief campaign for the protection of the environment, and conservation of energy. NBS focused on producing leaders who have an awareness and involvement in wider societal concerns through these programs. NBS received various awards, recognition for extension activities from Government/ Government recognised bodies during the last five years for community programs. Number of Collaborative activities such as TAPMI-Faculty exchange program, Kristu Jayanti college- Student exchange programs & internships with internshala have taken place during the last five years. NBS also has functional MOU's with various institutions, corporate houses for upgrading the practical knowledge of the students.

Infrastructure and Learning Resources

NBS has been equipped with state-of-the-art infrastructure and facilities. Smart class rooms with ICT enabled air-conditioned seminar hall and an auditorium with 2000 seating capacity. Training and Placement room, incubation centre. Language labs with 20 computers are provided to the students. Office room and reception provides service to students. Directors and Asst. The Director's room is well furnished and maintained. Physical facilities like counselling room, yoga room, meditation centre, sick rooms, common rooms are provided. Stationery and Photostat centre are available in the campus. Cafeteria serves delicious snacks and the canteen provides tasty hygienic food. Hostel facilities are available for the students. NBS has adequate facilities for sports, games and cultural activities. Cultural activities are conducted in the seminar hall, auditorium and quadrangle. Indoor and outdoor courts for various games like badminton, basketball netball court, table tennis. There is a tug of war area and a weight area for those students who participate in those games. A well maintained Health club which is accessible to the students and faculty members. The Library is fully automated and provides a digital facility with 10 computers installed for the usage of students and the faculty members. The Library has a repository of books, journals, newspapers, project reports, e-resources, previous years question papers etc. KOHA software is used for automation .The Version is 3.20.10.000. OPAC (Online Public Access Catalogue) system is employed. DSPACE is installed and question papers, newspaper clippings, paper presentations of faculty members are uploaded. The institution all together has 100 computers. 60 computers are installed in the lab with the latest softwares. Printing of documents is available in the computer lab for the benefit of students. Various workshops and training are conducted there. WiFi connection with 50mbps speed is available in the campus. Printers and scanners are installed to meet the administrative purposes as well as for students. The entire campus is under the surveillance of CCTV cameras for security purposes. The institution has a well-established system to maintain the physical and academic support facilities. Complaints are solved and verified by the authorities and the periodical maintenance is also provided.

Student Support and Progression

Naipunnya Business School has coherent student support initiatives in the campus.

For the conducive development of the students, the institution offers capacity building, communication and skill enhancement programmes. Students are given Softs skill training, Language workshops, yoga classes and Microsoft certified Excel training programme. The Placement cell of the institution initiates pre placement training programmes, mock interviews, industry interaction programmes and career counselling. The placement cell coordinates regular campus recruitment drives for the students. "Prayaan – The annual Business conclave" is organized by the placement cell. This is a platform for students to interact with senior level managers from corporates and get insights on future career prospects

The Grievance Redressal cell ensures timely redressal of student grievances at both academic and administrative levels. Grievance box is installed in the building for the students to drop in their grievances along with provision in the website for registering their grievance. The institution has a well-defined anti ragging policy and follows a transparent mechanism under the anti-ragging committee. There is a women cell and a sexual harassment committee.

The institution fosters student representation and engagement in all its activities. The student council organizes the annual management fest, the cultural and sports activities of the institution. The students have also won several prizes at All India level management fests organized by other institutions. Students have won prizes in Business plan contests organized by Trichur Management Association. Students are also included in grievance

redressal and student welfare committees

Our students have excelled in games and won medals in All India University championships for Netball and Tug of War.

Naipunnya Business School has a registered Alumni association named Ekatha. Every year alumni meet is organized for the students to come back to their alma mater. The alumni also supports in placement and other career counselling initiatives

The institution provides merit scholarships along with Student support schemes and scholarships for minority students. The institute also supports an insurance policy for every student. A few students get government sponsored schemes like Merit cum means scholarships and post matric scholarships for minorities.

Governance, Leadership and Management

The general administration of NBS is vested with the Executive Director, Naipunnya Institutions, assisted by Asst. Executive Director and also supported by the managerial staff, viz. Finance Manager, Superintendent, Training Manager, HR Manager, PRO, etc. The Director of NBS is fully responsible for the timely arrangement and conduction of all academic and day to day management. Governing Council. The Patron of the "Naipunnya Business School" is His Beatitude Cardinal Mar George Alencherry and the President is Mar Antony Kariyil. The Executive Director, Naipunnya Institutions is Rev. Fr. Dr. Paulachan K. J. and the Assistant Executive Director of NBS is Rev. Fr. Varghese Assin.

The management and the governing council has constituted the following committees: The Academic Council, the IQAS which was initiated 2 years back, The Finance Committee, the HR committee, and other statutory cells like, Minority Cell, the OBC Cell, the Grievance Redressal, anti-Ragging Cell.

NBS is always concerned about the employees and their well being in this institution. For that, the institution has implemented some welfare measures to ensure that the employees are highly satisfied.

NBS always stands with their employees for their betterment by ensuring care and concern for all employees with no difference between teaching and non-teaching employees. As a result of all this, the institution provides a calm and peaceful work environment to the employees to fulfill their academic/professional as well as personal objectives. NBS follows a 360-degree appraisal system for performance evaluation of faculty members.

NBS conducts internal and external audits regularly. There are established procedures and processes for conducting internal and external financial audits as per statutory methods.

The Internal Quality Assurance System under Internal Quality Assurance System has contributed in institutionalizing the Quality Assurance Strategies and processes.In 2018, IQAS recommended the management to purchase Linways, college management software for managing the entire academic activities. The institution also engages students in 'active learning through interactive lectures which ends with questions and assignments for which students have to consult books, eBooks, magazines, selected journals etc. from the library & also surf the internet. The college has a standard procedure for measuring learning outcome attainment.

Institutional Values and Best Practices

Achievement of gender equity is one of the objectives of Naipunnya group. We provide security for students in campus through CCTV Cameras, Separate fresh rooms for women, Women cell, anti–ragging Committee, students do take a pledge on good conduct and anti-ragging. The College has instituted a Drug Abuse Resistance Education (DARE), Grievances of students, both boys and girls are taken up by a redressal mechanism. The college also checks the presence of intruders security staff. Services of the Koratty Police authorities are available for crises arising in the campus. Suggestion Boxes are placed at several places. First Aid and wheelchair facilities for divangajan students are available. Tie up with Hospital, Medical insurance facility, are issued to all the students. The services of a counsellor is provided in the campus for the benefit of students. Separate sick rooms for both boys/girls are provided with a doctor on call. Yoga rooms and training are provided for students. SWASTHI, the Physical Fitness Centre under the guidance of a trainer is also available for guiding the students. Naipunnya Business School has always been following a policy sustainability incorporating into action through the 3 R's of waste management — Reduce, Reuse, Recycle. Being an arts college, there are only 3 types of wastes produced on the campus. Naipunnya Business School plays an important role in guiding students towards identifying, appreciating and practicing the rich cultural heritage of the institution, the state and the country. NBS celebrates all the festivals of all religions to promote communal harmony among the students as well as learning the values of every religion and the message it propagates. This has created a sense of responsibility, love and unity among students towards the community.

The institution has 2 best practices, Community Entrepreneurship Program and Prayaan (CEP). CEP is a flagship program and has brought in a lot of laurels to NBS. Prayaan which is a latest version of our Snehasangamam provides career counseling for B school students. Our community program, Hastham, which is currently under Unnat Bharat Abhiyan has adopted 3 villages and additionally conducted in 2 more villages.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NAIPUNNYA BUSINESS SCHOOL
Address	Naipunnya Business School, Pongam, Koratty East
City	Chalakudy
State	Kerala
Pin	680308
Website	www.nbs.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Jacob P M	0480-2730340	9446218306	-	hod@mbanimit.ac.in
IQAC / CIQA coordinator	Nayana S	0480-2733573	9745588845	-	nayana@mbanimit.ac.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	13-08-2012

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Kerala	University Of Calicut	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)					
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**	
AICTE	View Document	30-04-2020	12	Renewal process going on	

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Naipunnya Business School, Pongam, Koratty East	Rural	2.5	3215

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
PG	MBA,Mba	24	UG	English	60	29

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2				2				5
Recruited	2	0	0	2	2	0	0	2	4	1	0	5
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				2				2				5
Recruited	2	0	0	2	2	0	0	2	4	1	0	5
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				10
Recruited	4	6	0	10
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	4	6	0	10
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	0	0	1	0	0	0	0	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	1	0	5

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		**From the State Where College is Located**	**From Other States of India**	**NRI Students**	**Foreign Students**	**Total**
PG	Male	12	0	0	0	12
	Female	17	0	0	0	17
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	0	1	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	2	1	6	0
	Female	3	4	11	6
	Others	0	0	0	0
General	Male	10	14	14	12
	Female	16	15	28	11
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	1	0
	Others	0	0	0	0
Total		31	35	60	29

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
33	33	33	33	34

File Description	Document
Institutional data prescribed format	[View Document]

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
86	95	66	69	71

File Description	Document
Institutional data in prescribed format	[View Document]

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
11	11	11	11	11

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
57	35	31	38	33

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	10	10	9

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
09	09	10	10	09

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

21-12-2021 04:11:07

Response: 6

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
30	40	18.76	23.65	18.26

4.3

Number of Computers

Response: 103

21-12-2021 04:11:08

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

Curriculum planning:

- **University Academic Calendar:** The curriculum and academic calendar prescribed by the University is followed by the college.
- **Semester Calendar (days):** The college plans an academic calendar based on the Academic calendar.
- **Syllabus:** is available in the academic regulations book.
- **Subject Allocation:** Faculty members are allocated courses in the department meetings chaired by the academic coordinator and Director.
- **Time table:** is prepared by the Academic coordinator and added to the Learning Management system (Linways).
- **Handbook:** The handbook contains details of the semester calendar, syllabus and slot for time table.
- **Course plan:** Faculty members are to prepare the course plan and upload in Linways
- **Course Outcomes:** is available on the website.
- **Reading Materials:** are uploaded in Linways by faculty.
- **Assignments Questions:** are uploaded to Linways by faculty members.
- **Internal exam time table:** are prepared by the exam coordinator and sent to all faculty members after approval form academic coordinator and Director.
- **Quizzes:** are prepared by faculty and uploaded in Linways.
- **Student Presentations:** Students Presentation questions are uploaded by faculty in Linways.

Curriculum delivery:

- **Allocated hours:** Time table gives allocation of hours to the faculty members.
- **Use of ICT:** All faculty members are trained on ICT
- **Work Register (Linways):** After the class faculty members have to mark the attendance and it is monitored by the academic coordinator and the Director.
- **Chalk-Talk Method:** Faculty members use chalk/markers for classes on solving maths based problems.
- **Case studies:** All subjects are taught with the help of case study.
- **Management games:** Management games like business plan competitions, and entrepreneur venture programs.
- **Quizzes:** There are 5 modules for every course and a quiz is conducted after the completion of every module.
- **Peer learning:** Students are given topics to take classes on the subject under the guidance of the faculty member.

- **Online classes:** Online classes are conducted occasionally.

Curriculum Enrichment:

- **BaSE program:** Bridging and skill enhancement conducted to bridge the gap between the UG to PG transformation.
- **Academic Enrichment Program (AEP):** Invited talks by distinguished faculty from other B schools.
- **Ethics and Value education:** Seminars and debates on ethics and values are conducted by students under the guidance of faculty members.
- **Microsoft Excel training:** Students are taught MS office Excel to store and organize many data sets and make sense of data bases.
- **Add-on courses:** Apart from the syllabus the program is enriched with add-on courses to keep the students informed about the latest topics in management.
- **Experiential learning:** Students are sent for experiential learning through out-bound training.
- **Research skills - journal papers:** Students are encouraged to write papers along with faculty and published in Vaidakthya.
- **Community based programs:** Hastham, Phisis, SESO are conducted to develop an understanding of the community needs.
- **Internships:** Students are sent for internships to get a feel of the workplace and its requirements so that they can merge theory and practice.
- **Club activities:** Marketing, HR and Finance club activities are conducted to improve the domain knowledge.
- **Industry visits:** Students are sent for Industry visits to learn the practice followed in workplaces.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Academic evaluation is given prime focus at NBS. All our CIE activities are planned according to the academic schedule of the university. The CIE time table is planned in such a way that focus is given to all modules.

1. **University Academic Calendar:** The institution follows the academic calendar sent by the University of Calicut at the beginning of every academic year.
2. **Semester Calendar (days):** The college plans an academic calendar based on the Academic calendar.
3. **Internal Exam Calendar (handbook):** The internal exam calendar is provided in the handbook.
4. **Internal Exam notification:** The internal exam notification and exam time table is put on the exams notice board.

5. **Question papers with answer key:** Faculty members present question papers with answer keys.
6. **Assignments calendar (Linways):** Assignments calendar with questions are uploaded on to Linways.
7. **Seminar (Linways):** Seminar calendar (Assignment 4) is also displayed on the Linways.
8. **Quizzes (Linways):** Quiz day and quiz are uploaded on Linways.
9. **Evaluation and Publishing the result:** Faculty members publish marks in Linways
10. **Open house/ PTA meetings:** After second internal, openhouse and PTA meetings are conducted and marks are displayed to parents.
11. **Supplementary exams:** Supplementary exams are conducted for those students who fail in the internal assessment.
12. **Academic Audit:** An academic audit is conducted to find any discrepancies and the result passing board approves the internal marks.
13. **Uploading the marks to University site (Circular from University):** The internal exam marks are uploaded to the university site on the day prescribed by the university and printouts taken for sending the same to the university and for files.
14. **Uploaded mark sheet:** Based on the uploaded marks students may be permitted to write the end semester exam by the University.
15. **Internal exam:** guidelines are followed according to university guidelines.

Keeping in view of the academic calendar, the institution plans various examinations and activities and get approved by the Director. The Continuous Internal Evaluation is effected through the conduct of three internal examinations, three assignments, and seminars and quizzes. The calendar for internal exams is discussed in the Staff Council and the dates of internal examinations and activities are published in the college handbook so that it can be accessed by the students and staff. The details of the examination, assignments and seminars are also given in the Learning Management System (LMS).

The question paper along with the answer key for every internal exam is prepared by the concerned faculty in charge, reviewed and approved by the HoD and forwarded to the Exam Coordinator seven days prior to the exam.

Taking into consideration the snags associated with the frequent postponement of the University exams by the University due to unanticipated emergencies, the institution also reschedules the exams as and when it is necessary. The institution ensures that the conduct of internal examinations, publishing of results, meetings with parents etc are maintained properly so that the students get adequate time for preparation for both internal and University exams. The internal assessment score is made available to the students through LMS.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum

development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 **Number of Programmes in which CBCS / Elective course system implemented.**

Response: 1

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 5

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	1	0	0

File Description	Document
List of Add on /Certificate programs	<u>View Document</u>
Brochure or any other document relating to Add on /Certificate programs	<u>View Document</u>
Any additional information	<u>View Document</u>
Link for Additional information	<u>View Document</u>

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 44.09

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
58	95	35	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View Document</u>
Any additional information	<u>View Document</u>

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

The various courses that address issues relating to Gender, Values, Environment and Sustainability are listed below:

BUS 1C01 Business Communication

BUS 1C02 Management Theory and Business Ethics

BUS 1C04 Organizational Behaviour

BUS 1C05 Environment and Business

BUS 2C09 Soft Skill Development

BUS 2C13Human Resource Management

BUS 3C19 Entrepreneurship Development & Project Management

BUS 4C22 Corporate Governance

BUS 4E H05 Management of Training and Development

Programs conducted in the curriculum:

Professional Ethics:

- Seminar on business Ethics
- Observance of ethics (Gandhi Jayanthi)
- Teachers day
- Corporate governance seminars

Gender Sensitization

- Women's day
- International day of the Girl Child

Human Values

- Outbound Training
- Charity activities
- Supporting in need (Support for people affected by natural calamities)
- **Village adoption Scheme:** NBS has adopted 3 villages under the UBA scheme and organizes programs in the villages - Puthenvelikkara, Parakkadavu and Kezhekemuri. Students have conducted surveys and submitted reports.
- **Drinking Water Project:** Our students have been able to implement a drinking water project in a tribal colony of Thrissur, Malakkapara. The entire project was sponsored by companies which gave them pipes and funds to conduct the camp.
- **Flood Relief Campaign:** Students participated in a cleaning drive in our neighboring communities post flood, which affected Kerala in 2019 and 2020**.**

Environment and Sustainability

- **Save Environment Save ourselves** was an environment camp conducted in Devikulam, to sensitize the students on protecting the environment. Students collected plastic waste from the

environment and handed it over to the authorities for recycling.

- **Phisis:** As part of Gandhi Jayanti Celebrations, the institution conducted Phisis. It was organized as a part of Swach Bharath initiative and in collaboration with Unnat Bharath Abhiyan. Students eradicated plastic bags in the neighborhood community and distributed cloth bags as a replacement.
- **Swach Bharath:** Students also participate in a cleaning drive inside the college premises along with the housekeeping workers of the college. The program is conducted to sensitize the students on the waste created in the institution and on managing it.
- **Rural Camp (Hastham):** Students are introduced to a rural setting where they are exposed to a society, which lives in deprivation and need. Students partner with the local community to clean public places, create awareness programs, conduct training programs on entrepreneurships, and conduct surveys among the community, interacting with the Panchayat officials. Through this they learn the interactions of the society.

The institution gives utmost importance to incorporate the institutional values and objectives into the University designed curriculum. The institution aims to transform the students into socially committed citizens with integrity of character and at the same time with competence. With this in mind, the institution has included various value added programmes and activities for the benefit of students.

The institution organizes extension activities with the purpose of sensitizing our students on various social issues and to strengthen their participation in the community activities.

In addition, the institution provides the students with **soft skill training (e-cube)** which helps equip them with employability skills and boost confidence in them.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<u>View Document</u>
Any additional information	<u>View Document</u>

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 37.36

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	11	15	12

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 95.35

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 82

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

    1.Feedback collected, analysed and action taken and feedback available on website

2.Feedback collected, analysed and action has been taken

3.Feedback collected and analysed

4.Feedback collected

5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 64.33

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
29	60	35	31	38

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
60	60	60	60	60

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 83.64

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
6	18	6	5	11

File Description	Document
Average percentage of seats filled against seats reserved	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Naipunnya Business School (NBS) organises **Vihaan**, a formal function to welcome the new batch of students with their parents.

The **institute assesses the learning level of students based on the performance** in **BaSE**, **internal assessment** and **performance tracking**.

1. **BaSE (Bridging and Skill Enhancement) program:** As students are from different educational backgrounds and to bridge the gap between the undergraduate and the MBA program, the college conducts BaSE, which covers **accounting, quantitative techniques, communicative english, presentation skills** and **case analysis.**
2. **Internal assessment** is used to evaluate a student's academic performance and it is based on the **internal examinations, assignments, seminars** etc.
3. **Performance Tracking**: After the end of each semester, the overall performance on **communication, general awareness, quantitative skills** and **emotional quotient** of each student will also be evaluated.

Special programmes for advanced learners

The advanced learners will be identified after the BaSE/internal examinations/performance evaluation and encourage them to present papers in the national conference organized by the college every year. The college organises a lecture series known as **Academic Enrichment Program (AEP)**, industrial interaction program and union budget analysis for the advanced learners.

1. **Research paper presentation:** The faculty helps the students in writing research papers in order to present in this conference and publish it in the conference proceedings.
2. **Academic Enrichment Program (AEP)**: **Faculty members** from various prestigious institutions visit the campus and provide lecture sessions on contemporary business management topics.
3. **Industrial interaction program:** The program brings various experts from the industry to talk to the students.
4. **Union budget analysis:** An expert in finance will be invited to provide insights on the union budget presented by the finance minister every year. Apart from that the students in groups will make a presentation on the union budget and will be evaluated by the expert.

Special programmes for slow learners

The faculty members identify the weak students based on the first and second internal examinations and organize remedial sessions or activities for the failed/weak students.

1. **Remedial sessions or activities** are decided by the concerned subject faculty based on the situation

or student. The remedial activities may include **special classes, peer learning exercises, assignments, viva-voce** etc. After the remedial activities the concerned subject faculty verify the effectiveness of the remedial action too.

At the end of the MBA program, the institute organises **Indictio, the course completion ceremony** to award the course completion certificate to those students who have successfully passed all of the internal assessments. The college awards also encourages students to be at their best by giving the **"Meritorious Students award"** and the **"Best student project".**

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 9.56

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The tagline of Naipunnya Business School (NBS) is experience, explore and excel, therefore the institute organises various student oriented activities under experiential learning, participative learning and problem solving techniques to enhance the learning experience of the students.

1. **Experiential learning activities:**
   1. **Industrial Visits:** The students representatives make all necessary arrangements for the industrial visit according to the college guidelines. The students in groups will visit various departments in the company and will get an opportunity to interact with the managers and staff of these departments to get a real time exposure to the business practices related to their subjects.
   2. **Outbound training camp:** The institute provides a three day outbound training camp through an outside agency to provide learning the life skills in a practical way through games and activities.
   3. **Library training:** As part of the induction program all students will be given training on library facilities and how to effectively use the online information sources and digital library.

1. **Participative learning events:**
   1. **Product launch** is an activity given to the students to come up with an idea and convert it into a viable product and present in front of the panel of judges for evaluation.
   2. **Brand tower** is another activity, in which the students in groups will collect the collaterals and materials and display the top trusted Indian brands.
   3. **Shaping young minds** gives a platform to students to interact with leading icons from different fields.
   4. **Ekklesia** is a club activity organised by students to enrich young minds by opening various avenues to improve their leadership skills, coordination skills, inculcating the spirit of team work thereby grooming their personality and overall development.
   5. **Shilpam** is an orientation training program of the college. College encourages good students to give sessions to fellow students on different topics under the name of peer learning workshop.
   6. **Aagneya**, the intra college management fest organised by the students provides a podium to correlate the theory learned in the classroom to be connected with simulated managerial issues.
   7. **Cazadorz** provides an opportunity to sharpen the skills to organise a inter collegiate management fest.
2. **Problem solving methodologies:**, which includes case analysis, multiple choice questions (MCQs), group discussions and debates.
   1. **Case analysis:** Faculty members include case analysis as part of their lesson plan and discuss various cases related to their subjects.
   2. **MCQs:** Faculty members also conduct MCQs to give more conceptual knowledge in the subject.
   3. **Group discussions** will be a part of usual classes to explore the students' problem solving and analytical skills.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Linways: NBS has a **learning management software** known as **Linways**.

Modules in Linways:

1. Time table
2. Subject planner
3. Attendance
4. Assignments
5. Seminars

6. Sessional exam
7. Course file
8. Message box
9. Internal assessment
10. Course materials
11. Quiz and survey
12. Online examination
13. Marks
14. Lesson planning
15. Subject planning

Google:

1. Google workspace for education fundamentals
2. Google Drive
3. Google

The linways administrator sets the **time table**, based on this time table the subject faculty can plan the **lesson plan** using the **subject planner module** and students will get an idea about the future classes and the information related to the syllabus coverage. The **attendance module** helps the subject faculty to mark the attendance and students can track the subject and total attendance on a real time basis. The faculty members will give the **assignments and seminars** through the **assignment module** of the software, which help the faculty member to set the deadline for submission and description about the assignments and seminars. Students can upload their assignments into the software and based on the document upload the faculty members give marks for the assignments that can be viewed by the students immediately. The faculty members have the provision to create **offline or online exams** through the software. The **sessional exam module** helps the faculty member to clearly identify the weak students after the evaluation and can take remedial actions. The faculty can upload the details such as course objectives, outcomes, syllabus, notes, internal question papers and schemes under the **course file settings**. The **message box** module helps the faculty members to message to the students on their academic progression. By using the **internal assessment module**, the faculty members can set the final internal assessment of all students based on the university and college regulations. The faculty members can upload the course materials such as slides, cases, teaching notes etc. under the **course materials module** and the students can view it. Through the **quiz and survey module** faculty members could set the MCQs for their subjects.

Apart from these the faculty members use **google slides, sheets, docs, forms, meet** etc. for the effective teaching-learning process. Faculty members are well trained on taking classes using **google meet** platform. The faculty members are also using **zoom, webex** for various events/activities/programs of the college with the help of the IT department.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 14:1

2.3.3.1 Number of mentors

Response: 6

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 29.78

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	2

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 3.44

2.4.3.1 **Total experience of full-time teachers**

Response: 31

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The college has a very efficient and transparent internal assessment mechanism. The students are informed well in advance about the evaluation procedures, components of internal assessment including grievance handling through the student handbook as well as explained during the orientation sessions at the beginning of the course itself. As per university guidelines, all courses shall have internal assessment based on the following components,

- Periodic tests (best 2 out of 3) - 50%
- Seminar paper and presentation - 10%
- Classroom participation and attendance - 25%
- Case analysis/other assignments - 15%

Transparency of internal assessment:

- Notification of internal exam time table displayed in the notice board/e-mail/whatsapp
- Collecting question paper with answer key 7 days in advance
- Uploading question paper and scheme in linways
- Assignment will be given through linways with submission deadline

- Accessibility to university question paper through linways
- Internal exam, assignment, seminar mark display through linways
- Question-wise mark distribution and display of answer papers to students
- Grievances regarding examinations
- Course-wise hourly attendance marking in linways
- Each faculty shall submit the internal assessment marks of the students to the HoD or institution on conclusion of lecture class in each semester.
- Such internal assessment mark lists show all the components separately and the total of internal assessment marks awarded to each student.

Robustness of Internal Assessment:

- The internal assessment gives 40% credits for each subject to students, hence all students have to take the internal assessment seriously**.**
- The internal exam, assignments, seminar presentations, quizzes are all done through the examination management system (Linways) as a result, the methodology is transparent and robust.
- The faculty members will identify the weak students after internal examinations and take remedial action.
- A student should have obtained a minimum of D grade (50 % of the maximum marks) in internal assessment in each course to be passed successfully in that course.
- In case a student fails to get a D grade in any course, he or she shall take retest(s)/submit assignments to the concerned faculty to get the required minimum in that course. Internal assessment has to be completed before the university examination for each semester.

Frequency of exam:
The components of internal assessment and its frequency is given below:

Components	Frequency
Assignment	3 in a semester
Internal Exam	3 in a semester
Quiz	1 per module
Presentations	1 in a semester

Mode of Examination:
1. The mode of internal examinations are offline, however in the current situation, the mode is changed to online examinations using Linways.
2. Presentations are done through offline mode, however in the current situation, it is done through online mode too using Linways.
3. All the Assignments are done through online mode only.
4. All the quizzes are done through online mode only.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

All internal/university examinations are conducted as per the norms and regulations of Calicut University. The Director and the Academic Coordinator make sure that all examinations are conducted in a proper manner in order to avoid any kind of grievance from students.

Transparent:

- **Pattern of the exam:** Students are informed about the pattern of the examination well in advance.
- **Internal exam schedule:** is prepared and is given in the handbook.
- **Invigilation:** For every 25 students, there will be one invigilator for exams.
- **Corrected answer scripts:** Corrected answer scripts are checked randomly by the Academic coordinator.
- **Distribution to students:** The corrected answer scripts are distributed to students for verification.
- **Projects:** All projects are checked for quality by Project Review Committee along with the project guides
- **Marks display:** Marks displayed in Linways
- **CCTV surveillance:** Examinations are held under CCTV surveillance.
- **Answer sheets evaluation:** Based on answer key given by the faculty.
- **Marks sheets:** Signed by the students

Exam grievances:

- **Exam grievance committee:** A committee is formulated to look into the grievance of the students regarding exams. Exam Grievance Cell (EGC) (2019-20)

1. Dr. Jacob P M, Director, NBS
2. Dr. Sabu Varghese, Academic Coordinator, NBS
3. Fr. Varghese Assin, Assistant Professor, NBS

- **Grievances Procedure:** The college follows the university regulations on the **procedure for grievance handling of internal exam/assessment** and it is as follows:
- If the students have any grievance against any member of faculty, such grievance shall be dealt with at three levels for a solution. First, the concerned students may **present the grievance and discuss it with the faculty concerned**.
- If the grievance is not solved at the faculty level, the student shall submit a **written complaint with all the relevant details to the head of the department**.
- The **complaint shall be dealt with by a committee of teachers** (which includes the head of the department, one senior teacher and the teacher whose assessment is a matter of dissatisfaction for the student)
- If the problem is not solved, the head of the department shall **forward the written complaint** of the student along with the reply of the faculty member concerned **to the Controller of Examinations, University of Calicut.**

Time bound & Efficient:

- Internal marks are uploaded in the Learning Management System (Linways) within days of completing the examination.

Grievances settlement period: All grievances are settled within 7 days of the receipt of grievance.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

On the basis of the curriculum, the programme outcomes and course outcomes are developed at the institution level.

Programme outcomes are the competencies and values the students should possess by the end of the Master of Business Administration programme.

Course outcomes are the specific skills and knowledge the student obtains after the successful completion of each course.

The college communicates the course and programme outcomes to the faculty and students through various means.

Website: The programme outcomes and course outcomes of each programme are displayed in the website.

Verbal communication: During the batch initiation ceremony of each batch, the programme outcomes are clearly described to the students by the Director and the course outcomes are explained by the faculty members for each course in the beginning of the course.

Linways (Learning Management Software): As well as the course outcomes are uploaded by the faculty members in the academic management system (linways) and the students can view it.

The sample of course outcomes for one course is given below:-

Financial Management

1. Understand the goals of the Financial Manager.

2. To enable the application of techniques for investment decisions.
3. Know the capital structure of companies and its importance.
4. Make decisions on working capital management.
5. Understand the sources of finance and dividend policy.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

The college has a standard procedure for measuring the outcome attainment. The procedure includes direct and indirect measures to measure the attainment of each outcome. The **measures for course outcome attainment** are internal examinations, assignments, seminar/presentations, class participation and attendance.

Direct measures:

- **Internal Examinations**: Three internal examinations will be conducted for each course and the average of the best two will be considered.
- **Assignments**: Three assignments will be given for each course and all three assignments will be considered.
- **Seminars/Presentations**: Students are supposed to prepare at least one seminar for each course and present it in the classroom.

In-direct measures:

- **Class Participation**: Subjective evaluation of the faculty about each student based on the student's overall interest towards the course.
- **Attendance**: The physical presence of the students in the classroom.

To assess each course, faculty members use CO's defined for that course. Based on the COs the faculty members create the measures. In each course, faculty members assess the level of achievement of the course outcome of each student using the weighted average of the above measures. The ultimate course outcome score of 2.0 or above indicates that the course has attained the outcomes. If any student outcomes are not met, action is taken for improvement.

The data are then used to analyze and evaluate the **program outcome** of the MBA program and the final program outcome score of 2.0 and above shows the attainment of programme outcomes.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 60.13

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
35	23	17	18	22

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
53	35	31	38	33

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for the annual report	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.35

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0.5

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0.5	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 11.11

3.1.2.1 **Number of teachers recognized as research guides**

Response: 1

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 20

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

3.1.3.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Any additional information	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Naipunnya Business School by its virtue "*to reach the unreachable*" has always shown interest in creating an ecosystem for innovations through Research Enhancement Programs & Product innovation. Research enhancement program is carried through Naipunnya Business School - Center for Community and Business Research (NBS-CCBR) by means of Seminars, Paper Presentations, Research Projects, workshops, and Conferences for the enhancement of knowledge in different areas NBS has organised five national conferences from 2015-16 onwards and it still continues.

NBS-CCBR provides mentoring to young researchers in different areas of management research. Each researcher is assigned with a faculty for regular consultation.

Vaidakthya: The conference proceedings is available in print for the last 5 years.

Research Publications: The faculty members of NBS have published books, papers in peer reviewed journals and contributed papers in edited volumes.

Internships: In 2019-20, the NBS hosted student interns to various organisations.

Workshops: NBS has hosted research workshops for faculty members within and outside the college.

Collaborations: NBS has jointly organised programmes with NIMIT in conducting various Research programmes.

Seminars: NBS and its partner college NIMIT has organised seminars national as well as International too

Library Resources: NBS Library as a knowledge centre has a repository of books, journals, newspapers, project reports, magazines, periodicals, e-resources. Currently, the number of books now in stock are 3750 in addition to 12 International Journals, 15 National Journals, 5 periodicals and 4 newspapers. Special services such as e-resources J Gate, e-Pg Pathsala, Digital Institutional Repository (DSpace) etc. are also provided. Open access of e-journals are provided through our library website to meet the increasing educational needs of both students and teachers.

Innovations: Creating innovative products for the benefit of humanity was also carried out by NBS through a proactive entrepreneurship club. NBS has also an innovation center which is the hub of all creative and innovative activities in the college. Students under the guidance of the faculty members have organized business plan competitions, and participated in National business plan competitions, won prizes in 2017, 2018 & 2019. Some of the products which won prizes are:

1. Sangle is a bangle which doubles up as a wearable security device as well as a stylish statement. This device can be connected to near and dear of the user and can be tracked by them via GPS technology
2. Trackie is a GPS Tracking Collar for cattle. The GPS Tracking Collar will allow the cattle owner to track their pet's movements through their mobile phone with fine accuracy.
3. TrackSole is a GPS device which has been developed to monitor the physical activity of people to increase their daily physical activity, consume the required calories, track them in their direction
4. Containominium is homemade from steel shipping containers which are rejected after use, this can be made into a home of any shape and size.

NBS was declared as a research centre of Kerala University of Fisheries and Ocean Sciences (KUFOS) in the year 2020. Currently three faculty memebers are registered as research guides

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 14

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	2

File Description	Document
Report of the event	[View Document]
List of workshops/seminars during last 5 years	[View Document]
Any additional information	[View Document]

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 00

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 3

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document]
Any additional information	[View Document]
URL to the research page on HEI website	[View Document]

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.43

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
03	00	00	01	00

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 5.74

3.3.3.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
9	15	10	6	14

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The motto of Naipunnya Institutions is "To reach the Unreachable ", as a result all the programs of Naipunnya Business School (NBS) are programmed in line with contributing to the Unreachable in our community. The mission of NBS is to produce leaders who have an awareness and involvement in wider societal concerns, such as the protection of the environment, conservation of energy and concern for social justice. In this context our programs are designed to fulfill the mission of NBS. Naipunnya Business School organises extension activities with a dual objective:

- To sensitize our students about various social issues

- To strengthen students' participation in the community.

Sensitization Programs:

1. Energy conservation: NBS participates in the Energy conservation programs proposed by government agencies and creates awareness programs among the community.

2. Gender Sensitization and Women Cell activities: NBS gender sensitization programs through events like interactive talks/lectures, on gender sensitivity, and gender biases. NBS also participates with NIMIT in the hair donation campaign for cancer patients.

3. Save Environment Save ourselves (SESO): environment camp conducted in Devikulam, a hill station in Idukki to sensitize the students on protecting the environment. Students collected 12 tonnes of plastic waste from the environment and handed it over to the authorities for recycling.

4. Phisis: As part of Gandhi Jayanti Celebrations, MBA students of NBS conducted Phisis.. This program was organized as a part of Swach Bharath initiative and in collaboration with Unnat Bharath Abhiyan (UBA). The day was celebrated by eradicating plastic bags in the neighborhood community and distributing them with cloth bags as a replacement.

5. Swach Bharath (Inside the college): Students also participate in a cleaning drive inside the college premises along with the housekeeping workers of the college. The program was conducted to sensitize the students on the waste created in the institution and how it could be managed.

Community Participation Programs:

1. Rural Camp (Hastham): Students are introduced to a rural setting where they are exposed to a society, which lives in deprivation and need. Students partner with the local community to clean public places, create awareness programs, conduct training programs on entrepreneurships, and conduct surveys among the community, interacting with the Panchayat officials. Through this they learn the interactions of the society.

2. Village adoption Scheme: NBS has adopted 3 villages under the UBA scheme and organizes programs in the villages - Puthenvelikkara, Parakkadavu and Kezhekemuri. Students have also submitted surveys of the 3 villages and are waiting to get the project approved from the government agencies.

3. Drinking Water Project: Our students have been able to implement a drinking water project in a tribal colony of Thrissur, Malakkapara. The entire project was sponsored by companies which gave them pipes and funds to conduct the camp.

4. Recycling of pens and paper: NBS students are a part of the "recycle and reuse" campaign for recycling pens with refills.

5. Flood Relief Campaign: Post floods which affected Kerala in 2019 and 2020, NBS students participated in a cleaning drive in our neighboring communities.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 3

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
1	2	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)
e-copy of the award letters	[View Document](#)
Any additional information	[View Document](#)

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 11

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
4	3	1	2	1

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 74.84

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
75	92	28	65	38

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 3

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3	0	0	0	0

File Description	Document
e-copies of related Document	<u>View Document</u>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<u>View Document</u>
Any additional information	<u>View Document</u>

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 3

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	<u>View Document</u>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<u>View Document</u>
Any additional information	<u>View Document</u>

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

Infrastructure for Teaching and Learning:

MBA Classroom I & II: Classroom for the first and second year is enabled with the ICT facilities.

Specialisation Rooms: Specialisation classes are conducted in this room. The room also has ICT facilities

Library : Library in the college has sufficient books and a number of publications

Computer Lab: 60 computers with updated softwares, smart board and ICT facilities.

Training and placement room: All placement Trainings like Communication skills, GD's, Interviews..

Seminar Hall : Air conditioned seminar halls with well furnished and ICT enabled rooms.

Quadrangle (open air space): This area is utilized for cultural programs, and exhibitions.

Auditorium : The auditorium named 'Navrang' is spacious and well equipped to accommodate around two thousand audiences for conducting all the student and college related programs.

Board Room : NBS includes a well equipped air conditioned board room in the ground floor to conduct the meetings of the department.

Exam control room: Question papers and answer sheets are stored here. All works pertaining to exams take place in this room.

Incubation center: All discussions on incubation of products and start-ups take place here. The room is equipped with a computer facility.

WiFi hotspots: Dedicated Wi-Fi hotspots are available in the building.

Staff Room : separate cubicles for each faculty and availability of computers and printers for the faculties usage and a washroom and a toilet is available

Center for Extension & Innovation room: Project reports and discussions are carried out here.

Research Scholars room: Classes and evaluation of research scholars are organized here.

Language Lab room: Language lab training takes place here. The class is equipped with headphones and LCD.

Directors Room: Director's room with washroom facility is located close to the classroom and staff rooms for easy access.

Coordinator NBS: furnished, air conditioned with easy access to office and classrooms.

Other facilities:

Counselling Room: For students who require emotional support.

Yoga and meditation room: Yoga and meditation room is provided for yoga training and practice for physical and mental wellness.

Audio visual room: Audio video recordings of classes for faculty members, students. **Reception**: guidance to all the visitors

Department Office: For service of faculty and students.

Finance office: Payment of fees and collection and all financial transactions

Toilet for men and women separately: Hygienically maintained toilets and washroom for girls.

Toilet for staff: Hygienically maintained toilets for staff

Sick Room for men and women separately: Sick Room with health care service to all students any time during college hours

Girls Common Room : Spacious and comfortable room for girls.

Boys Common Rooms: Spacious and comfortable room for boys

Photostat center: A photostat center functions in the college library as well as in the campus.

Stationery center: Students can collect stationery material from here

Cafeteria (inside): Tea, coffee and light snacks available here

Cafetaria (in-Campus): Tea coffee and snacks available here

Canteen: Lunch and breakfast provided here in the morning and lunch

Hostel: For men available in the campus and women with a tie up

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

 Facilities for Cultural Activities

Auditorium : The Auditorium with a seating capacity of 2000 people is used for conducting the cultural events, management fests and other student events of the institution.. The auditorium has a large stage, with excellent lenergy efficient ighting facilities and sound systems

Seminar Hall : Seminar Hall has a seating capacity of 150 people with LCD projectors, sound systems and energy efficient lighting facilities. The seminar hall is airconditioned and is suitable for any inhouse cultural activity

 Quadrangle : Quadrangle which is an open enclosed space within the main building is a hub of cultural activities like short skits, mimes and student gatherings. this area is completely provided with natural lighting and is a highlight area of the institution

Facilities for Sports and Games (indoor, outdoor)

SL.No	INFRASTRUCTURE	SPECIFICATIO
1	BASKETBALL COURT	Cement reinfor... back boards
2	TABLE TENNIS TABLE	ITTF Approved
3	VOLLEYBALL COURT - MEN	Outdoor clay su...
4	VOLLEYBALL COURT - WOMEN	Outdoor clay su...
5	ATHLETIC TRACK	200 Mts - 8 Lan...
6	BADMINTON COURT	Indoor (13.40 x
7	CRICKET GROUND	35 meter straig... the pitch, 23 r... boundary
8	FOOTBALL FIELD	100 Mts - 50 Mt...
9	DEPT. GREEN ROOM - WOMEN	3 Mts x 2 Mts
10	HEALTH CLUB	Single and Mult... x 9 Mts)
11	CHESS CLUB	3.80 Mts x 3.50 ...
12	CAROMS CLUB	6 Mts x 4 Mts
13	DEPT. STORE ROOM	3 Mts x 2 Mts
14	YOGA CENTRE	9 Mts x 6 Mts
15	DEPT. GREEN ROOM - MEN	17.20 Mts x 4.60
16	DEPT. EDUCATION ROOM	5.80 Mts x 5 Mts
17	CRICKET PRACTICE NET	16 meters lengt...

		height & 16 x 4 **a thickness of 6**
18	**NETBALL AREA**	**30.6 meters x** **surface**
19	**TUG-OF-WAR AREA**	**32 Mts x 2 Mts**
20	**WEIGHT AREA FOR TUG-OF-WAR**	**13.40 Mts x 1.60**
21	**DEPT. COACHES' ROOM**	**5.80 Mts x 2.80**
22	**MULTIPURPOSE INDOOR STADIUM**	**50 Mts x 28 Mts**
22.a	**BASKETBALL COURT**	**Cement reinfor** **back boards.**
22.b	**NETBALL COURT**	**30.50 Mts x 15.2**
22.c	**BADMINTON COURT**	**13.40 Mts x 6.10**
22.b	**BADMINTON COURT**	**13.40 Mts x 6.10**

Yoga Centra and Health Club: The institiution has a yoga room which provides a venue for students to practice yoga. A yoga event in connection with International yoga day is organised every year. This improves the health and mental wellbeing of the students. The health club facilities at the college gives opportunity for students and faculties to improve their physical fitness. The health club is open through out. and this helps the sports persons of the institute to enhance their physical fitnes.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 7.82

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
6.3	6.55	0.22	0.13	0

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

There are 2 libraries in Naipunnya, Nibodhi and Chaithanya. Library is fully automated. Library provides a digital facility with 12 computers installed. The Library has a repository of books, journals, newspapers, project reports, e-resources, previous years question papers etc. **KOHA software** is used for automation .**The Version is 3.20.10.000. OPAC** (Online Public Access Catalogue) system is employed. **DSPACE** is installed and question papers, newspaper clippings, paper presentations of faculty members are uploaded.

1. **Koha software:** Koha is the first free software library automation package in use worldwide.
2. **Online Public Access Catalogue (OPAC):** digital database of materials such as text files, e-books, journals, etc.
3. **Database Tables:** Koha database has a searchable collection of information about books, research articles, journals and research papers. There are thousands of articles and students and faculty can search simultaneously to find articles according to their relevance.
4. **Login Page:** Each student can login with their ID details to the NBS libraries.
5. **Home Page:** The home-page of the library offers comprehensive information on the books available in the library.
6. **G-gate Register:** Students and Faculty members have to use their biometric card at the entrance and sign in the gate register at the time of entering the library.
7. **Book Search Module (Landing page):** The landing page in the website contains information on the books available and the rule and regulations to be followed for using the library.

8. **Book Search Module (Student):** Students can search through the library catalogs, journals, research bases and databases.
9. **Book Search Module (Faculty):** Faculty members can search through the library catalogs, journals, research bases and databases.
10. **Student Book Issue:** Student book issue is done online and can be tracked to find out how many books are held by a student.
11. **Student Book Return:** Student books return details can be tracked using computer services.
12. **Staff Book Issue:** Staff members can also avail books from the library, all the details are available in the software
13. **Issue Report:** Issue report can be generated by the help of the software
14. **Book User Report:** Book user statistics can be made available using the software
15. **D space:** Collection articles, question papers, projects are held here.
16. **E-Books:** Can be accessed using the PC's installed in the library software.
17. **International journals:** can be accessed using the computers in the library
18. **National Journals:** digital can be accessed using the PC's in the library.
19. **Periodicals:** Can be accessed using PC's in the library
20. **Newspapers:** Can be accessed using PC's in the library
21. **JGate:** can be accessed in the library
22. **ePgPathsala:** initiative of the MHRD under its National Mission on Education through ICT is subscribed in the library.
23. **National Digital Library** is subscribed and is available
24. **Digital Institutional Repository(DSpace):** an open source repository software package is used for storing published digital content.
25. **Internet Facility:** To meet the increasing educational needs of both students and teachers, provision has been made for internet facility inside the Library.

Barcoding: All books are barcoded and scanned and issued to the members

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.79

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0.66	1.11	0.57	0.80	0.79

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 9.47

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 9

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT facilities:

1. **Computers:** We have 100 PC's in the Business School with Windows original version installed
2. **Laptops:**The director of the Business School has been given a laptop for official use.
3. **Scanners:** 3 numbers, HP1020, HPM1005, HPD1020
4. **Printers:** 6, HP HPM1005, HPD1020
5. **Server:** HPE DL360 Gen9 (861541-375) 1U Rack Server, supports one Intel Xeon E5-2600 v3 & v4 processor where the speed of the processor is around 1.7 GHz. HPE DL360 server has controllers that support RAID 5, RAID 10 RAID 1 RAID O, Dynamic Smart Array B140i controller for boot and data, data availability with reliable high performance SAS connectivity capable of running HBA mode or simple RAID mode.
6. **LCD's:** 6 numbers, Hitachi
7. **UPS:** 1 nos (15 KV Hykon) , 2 nos (6 KV, Emerson)

WiFi:

1. **Wi-Fi:** Aruba Instant On serves as the primary Wi-Fi router in the network, D-link.
2. **ISP's:** Tata teleservices, BSNL FTTH
3. **CCTV:** Hikvision DS-2CE5AD0T-IP/ECO (3.6mm) 2MP (1080P) Indoor Night Vision Dome Camera. 2.0 Megapixel High-performance CMOS, Analog HD output, up to 1080P resolution, True Day/Night, Smart IR, Up to 20m IR distance, OSD Menu, Up the Coax (HIKVISION-C Protocol).
4. **Networking:** Cat6 cable with bandwidth capacity of 250 MHz, offers speeds of up to 10 Gbps.
5. **D drive** for faculty use

Softwares:

1. **Operating system:** Windows 8.1 and Windows 10
2. **Microsoft License:** Office 365 A3 for student use benefits 100 numbers.
3. **Microsoft License:** Office 365 A3 for faculty use benefit 3 numbers.
4. **Language lab: 20** Computers avilable for the usage of students
5. **Anti-Virus:** Seqrite endpoint security offers a comprehensive platform which integrates innovative technologies like Anti Ransomware, Advanced DNA Scan, and Behavioural Detection System to protect our networks from advanced threats.
6. **Firewall:** Sophos XG Firewall protects our network from ransomware and advanced threats including top- rated IPS, Advanced Threat Protection, Cloud Sandboxing and full AI-powered threat analysis, Dual AV, Web and App Control, Email Protection
7. **Google licence:** Google workspace for education fundamentals
8. **D-space:** is an open digital repository, for easy and open access to all types of digital content including text, images, moving images, mpegs and data sets.
9. **Linways:** is our college management software for managing our entire academic activities.
10. **Meeting platforms:** Zoom, Webex, Google meet, Microsoft teams

11. **In-house developed softwares**: Mentormate, Meetingmate

File Description	Document
Upload any additional information	[View Document]
Paste link for additional information	[View Document]

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 0.83

File Description	Document
Upload any additional information	[View Document]
Student – computer ratio	[View Document]

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	[View Document]
Details of available bandwidth of internet connection in the Institution	[View Document]

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 4.42

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
1.4	4	0.6	1	0

File Description	Document
Upload any additional information	[View Document](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Well-maintained infrastructure of NBS believes that an adequate, accessible and available physical infrastructure is vital for the holistic development of the students. A committee under the leadership of the Executive committee is set up to implement and monitor the infrastructure and maintenance of the campus.

Maintenance of Physical Facilities :

All the physical facilities are maintained by the supervisor, who will supervise the Technicians, workers and support staff. Services of the electrician cum plumber, and the networking engineer is available on the campus. The electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff. The campus lawns and maintenance are under the control of the supervisor, who allocates workers on a regular basis and also emergency requirements. The Coordinator of NBS, Supervisor, and the support team, monitor's the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, student's amenity areas, cafeteria and hostel buildings. Housekeeping services are also taken care of by the team. However, the campus also houses a housekeeping organization, Naipunnya Welfare services, which also contributes to housekeeping work in case of emergency. Transport facilities are monitored and maintained by the NBS coordinator, and his support staff. Annual maintenance of all vehicles is done promptly at the end of the academic year.

Maintenance of Classrooms, Furniture and Computer lab

Classrooms with furniture, teaching aids and the computer lab are maintained by the respective department admin staff. The housekeeping staff are supervised by the campus supervisor.

The computer lab is under the control of the Director IT; however, the IT staff take care of their respective computer labs. The Director or the HoD reports to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office or sent over mail to http://fs-01:8080/HomePage.do and are attended on priority basis. IT assistants monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

Maintenance and Utilization of Library and Library Resources

The library is maintained by the librarians. They are ably supported by the admin staff as well as the housekeeping staff. There are clear instructions on the care and handling of library documents, particularly during processing, shelving and conveyance of documents.

The following steps need to be taken:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding. Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat. Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents.
- CD's and Disc's should be kept in a dust-free, temperature and humidity- controlled room. Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches.

Take proper care when handling books by:

- Having clean hands and a clean area to use the book
- Keeping food and drink away
- Removing the book from the shelf by gripping on both sides of the spine at the middle of the book (push in the neighboring book on both sides to get a good grip), instead of tugging at the top of the spine
- Not forcing a book to lie open to 180 degrees; instead, prop up the covers of an opened book to decrease the opening angle
- Not using paper clips "dog ear" folding, or acidic inserts to bookmark pages
- Not using rubber bands, self-adhesive tape, any kind of "leather dressing", and/or glue on books.

Proper Storage of Books.

- Good storage significantly prolongs the life and usability of books and includes:
- A cool (room temperature or below), relatively dry (about 35% relative humidity), clean, and stable environment (avoid attics, basements, and other locations with high risk of leaks and environmental extremes).
- Minimal exposure to all kinds of light; no exposure to direct or intense light.
- Distance from radiators and vents.
- Regular dusting and housekeeping.
- Shelving books of similar size together, so that the face of the covers are maximally supported by the neighbors on each side
- Keeping upright shelved books straight and not leaning (storing books lying flat is also good)

Maintenance and Utilization of Seminar Halls and Auditoriums

- Seminar halls and auditoriums are under the purview of the campus Supervisor and the electrician.
- The cleanliness is taken care of by the housekeeping staff.
- Effective utilization of seminar halls and auditoriums for organizing academic meetings, seminars, conferences and cultural events is made through registration at the NBS reception.
- For accessing the facilities, the organizing faculty/staff member submits a form available with reception or downloadable from the website. Through the Director, NBS, the date of event is registered and the halls can be accessed on a priority basis.

9. Maintenance of ICT Facilities

- The NBS Computer Centre and its support staff maintain the ICT facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and upgradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by the computer centre.

Maintenance of Campus Cleanliness

- Cleaning of the campus including the academic and administrative buildings are performed daily in the morning at 8.30 Am, before the regular classes begin. The housekeeping staff clean the toilets in the morning every day. The whole campus area is maintained by the campus supervisor who reports to the NBS coordinator on a daily basis.
- The campus is under CCTV surveillance and is taken care of by the Computer Centre through an annual maintenance contract with the service providers.
- Day to day emergencies are also met with requirements arised.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 1

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2019-20	2018-19	2017-18	2016-17	2015-16
3	0	1	0	0

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 11.7

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2019-20	2018-19	2017-18	2016-17	2015-16
21	13	04	6	4

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

> 1. **Soft skills**
> 2. **Language and communication skills**
> 3. **Life skills (Yoga, physical fitness, health and hygiene)**
> 4. **ICT/computing skills**

Response: C. 2 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 56.92

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
86	53	31	38	19

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

> 1.Implementation of guidelines of statutory/regulatory bodies
> 2.Organisation wide awareness and undertakings on policies with zero tolerance
> 3.Mechanisms for submission of online/offline students' grievances
> 4.Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 35.64

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
24	12	12	9	13

File Description	Document
Upload any additional information	[View Document](#)
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years (Data Template)	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 0

5.2.2.1 **Number of outgoing student progression to higher education during last five years**	
File Description	**Document**
Details of student progression to higher education (Data Template)	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, *etc.*)) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	**Document**
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 3

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at**

university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
02	01	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

The objectives of the Student's council are to promote and coordinate social and cultural activities of students, and to create in them an awareness towards civic responsibilities. The council aims to imbibe and inculcate the Vision, Mission and Core values of the college and improve the capabilities of the students for an enriching career. The students council also conducts all the events of the college

Naipunnya Business School fosters student representation and engagement in all activities. During the first weeks of the semester, the Class tutor will present the Class Representative role and ask them to take the leader role. If multiple students put themselves forward, informal elections will be held to select the Class Rep(s). One male and one female candidate is selected as Class Representatives. The Class representative of the first and second year forms the student council.

- **The events organized by NBS student council are Cazadorz - The Annual Inter Collegiate Management Fest.**
- **Cazadorz** was initiated as an intra department management fest in 2014 and from 2017 it was scaled up as an Inter Collegiate Management fest with students from colleges/ B Schools across South India. The student council is headed by the Main Student Coordinator who is the event coordinator for the Management Fest.
- Cazadorz gives the student council an opportunity to organize a large event with around 500 participants, assimilating sponsorship and thereby raising funds for the event and coordinating with guest speakers from the industry.The other initiatives of student council are:
- **Aagneya -** Annual Intra College Mangement Fest
- **Ekklesia -** Ekklesia is a common seated assembly cum club event organized by students, to enrich

young minds by opening various avenues to improve their leadership skills, coordination skills, inculcating the spirit of team work thereby grooming their personality and overall development.Ekklesia is a combination of cultural and sports events exclusively organized by the student council for the students of the Business School

* **Aazadi -** Independence Day Celebrations. Aazadi is organized by the student council on the Patriotic occasion to celebrate our nation's independence. Number of events are organized to mark Independence day under the leadership of the student council.
* **Aavani -** Onam celebrations. Aavani is the signature celebration of the campus with vivid colors and cuisine to welcome the yesteryear king of Kerala is organized by the student council. Pookalam, Thiruvathira, Onappattu and panchari melam are the major programmes organized for Aavani.
* **Placement cell.** The placement cell has four student representatives from the II year MBA. Their responsibilities include coordinating the campus placement activities, preparation of the placement brochures, CV shortlisting during placement drives, arranging talks by executives from various industries and coordinating placement training activities.
* **Naipunnya Business School has a student chapter of the Trichur Management association**. Under the auspices of the Trichur management association students could participate in different workshops and events.
* The student council members are also included in **Student Welfare activities, IQAC, Student Grieavance Redressal forum and sports and cultural activitries**

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 8

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
16	10	5	5	4

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document](#)

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

Naipunnya Business School has an Alumni Cell which has been working effectively since 2017. The name of the Alumni Association is **"EKATHA ALUMNI ASSOCIATION."** NBS alumni functioned earlier through Almaconnect. However, as the alumni members increased, the members felt the need for coming together and thus the Alumni association was formed. The Alumni association is now registered with the Kerala Government Registration department on 2nd February, 2021. The application was submitted in March 2019, however due to the Covid situation, the registration was delayed. The objectives or Ekatha Alumni Association is four fold:

1. To nurture a sustained relationship with their alma mater
2. To develop a platform to interact and exchange ideas with the faculty members
3. To guide the students towards a better perspective regarding the industry through alumni talks
4. To organize alumni meets and there develop a networking with the different batches.

However the Alumni does much more:

1. **To support Recruitments:** Our Alumni has been the force in our recruitment. They develop contacts within the organizations and send the recruitment teams to our campus. Our continued presence in these organizations have also created a bond between the campus and the corporates and they keep coming to the campus every year. For e.g. 2019 onwards Aditya Birla Fashion Retail (ABFRL) has been recruiting students from our campus (please see attachment). ESAF small finance bank has also been recruiting our students since 2017 (please see attachment).
2. **Promote training:** Our Alumni members visit our campus to mentor new students for preparing them for a career in the corporates (Ms. Samantha Varghese of ESAF bank and Mr. Akhil Shaji has taken sessions on **"campus to corporate"** and **Young Turks programs.**
3. **Donate to the Alma mater:** Our Alumni has also contributed to creating a better ambience to the B school by supporting us in building infrastructure. The NBS bus stop, an aquarium and the TV have all been contributions from the Alumni members.
4. **Creating meaningful relationships:** We create positive relationships with our Graduates and support them to refresh knowledge or gain mentoring and networking support.
5. **Brand Development:** With our Alumni placed in various industries and organizations round the

world, we also have developed our Brand value. Our B school is recognized by corporates as a positive brand which offers students with value and ethics.

6. **Scholarships and Awards:** Ekatha Alumni association has been contributing scholarships to deserving students and also offers the two awards during **Indictio**- course completion ceremony. The **Meritorious award for the best outgoing student** and the **Best Project award** are sponsored by the Alumnus of NBS.

The Alumni association, continuously works to strengthen the relations with their alma mater. The alumni are working in reputed organizations in private as well as public sectors. Alumni cell organises the Annual Alumni Meet, and invites alumni for guest lectures in the campus, as well as publishing the annual magazine **Nedge and nbschronicle.** The Students' Alumni Cell also is present during the **Indictio** (batch completion ceremony) as well as **Vihaan** (batch initiation ceremony).

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	[View Document](#)
Link for any additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Naipunnya Business School, established in 2012 is run by the Archdiocese of Ernakulam–Angamaly. An offshoot of Naipunnya Group of Educational Institutions, NBS imparts premium professional education at an affordable cost. The Patron of the NBS' is His Beatitude Cardinal Mar George Alencherry. The Co-Patron is Archbishop Mar Antony Kariyil. The Executive Director, Naipunnya Institutions is Rev. Fr. Dr. Paulachan K. J. and the Assistant Executive Director of NBS is Rev. Fr. Varghese Assin.

Vision: To be a global academy, one of the world's leading institutes that moulds students for management practices, striving continuously for excellence in education and service to the society.

Mission: Our mission is to equip students with management skills so that they may function efficiently and effectively in the modern world. We strive to produce leaders who have an awareness and involvement in wider societal concerns, such as the protection of the environment, conservation of energy and concern for social justice. At NBS, students will Experience the joy of learning, Explore new horizons and Excel in all fields.

NBS offers the very best and latest technology for its education and thus occupies a prime position in academics, that will inspire and enable generations to become leaders in business.

Governance: NBS believes in participative governance and thus all the teachers of the institute are embedded into committees and academic boards. Our faculty members, staff and students are able to voice their opinions through feedback mechanisms, our students have an student council, we also practice an inclusive policy taking care of our people irrespective of their caste, creed or community. Our decisions are consensus oriented such that a common minimum can be achieved. We practice equity and inclusiveness. All the activities are transparent as we have a robust transparent student management system, and forums where our members can have freedom of association and expression.

Perspective plan: NBS has been a part of the perspective plan and we are taking it forward even now. The college was established based on the need of the community around which did not have good higher educational institutions. After establishing the UG college the management felt the need for a business school as there were relatively few colleges in the area and students had to travel to major cities to do the program. The business school still continues to innovate teaching methodologies as well as focusing on research and innovation and we have recently been granted a research center. Our strategic plan is regularly being evaluated by the governing council every year

Participation of Teachers in Decision making bodies: All our academic and non-academic serves in at least 3 to 4 committees or cells. We have coordinators in academic, examinations, placement, admissions, AICTE and University as well as cells.

All our students, faculty, staff, and alumni are trained to accept these principles. Our faculty and staff

members practice honesty, transparency in all their dealings with members of the community. The NBS culture enables them to foster values useful for the business and community.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

NBS has been forging ahead in its pursuit of assuring quality education from the date of its inception and attains continuous success in achieving it with the active involvement of all the levels of Management. Decentralised Management Pattern is the contributing factor for the constant quality progress of NBS. The Executive Director heads the institution; the Director undertakes the academic and administrative management of the college. For proper implementation and execution of the policies, NBS has got a Governing Council, Academic Council, College office, Course Coordinators, teaching and non teaching staff. For a smooth and efficient conduct of the academic, managerial and cultural affairs, there are coordinators for clubs, forums and other committees.

Case Study

Library and Cafeteria are two major student zones in every college other than the classroom. NBS has a fully functional library with a satisfactory level of books. In 2017, students came up with a request through the grievance committee for a Cafeteria at NBS.

The cafeteria was at the far end of the campus which was difficult for the students to access and was time consuming. After a proper discussion and clarification, they submitted a request to the Director to build a Cafeteria in NBS.

After getting the request from the students, the Director called for a meeting with all staff members to discuss the request of students. Faculty members contributed their viewpoints in favour and against their requirements. After the discussion, the Department arrived at a common conclusion that the request of the students is genuine and a cafeteria has to be set up in the NBS block. The Institution always adheres to the policy of providing all the facilities in its super quality.

After the discussion, the Director requested the Assistant Executive Director to grant permission to build a Cafeteria for the students. Asst. Executive director also appreciated the spirit of students and the support extended by the faculty members towards students.

Following this, Executive Director, Naipunnya Institutions received the request from the students through the Asst. Executive Director. The Executive Director studied the requirement and evaluated the importance of the Cafeteria. After the evaluation, Management approved the request from the students to have a

cafeteria in the NBS block.

The Executive Director assigned the Director to check the process and progress of the cafeteria. As per the Director's instructions, students also got involved in this process of choosing the location to build the cafeteria for them on the campus. The cafeteria was built in the location suggested by the students and also the items to be received were decided in consultation with the students.

 Now, NBS has a cafeteria in the same block. Students feel that NBS Management and faculty cater to all their genuine requirements and stand with them in their difficult times.

The timing for the cafeteria is from 9:30 am to 5:00 pm and this was really useful for the students. Earlier, they had to move the cafeteria which is far away from the NBS building.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

"To reach the unreachable" is the avowed motto of Naipunnya and the Business School is also focused on reaching this motto. We focus on improving the skills of students to make them employable. Most of our students come from rural agriculture backgrounds with poor communication skills in English language and communication.

1. **Student Centric curriculum:** Provide contemporary, and unique experiences to foster student employability from the start of their academic journey.
2. **Community Research:** Focus on challenges of the community to optimise the impact of our research upon academia, business and the community.
3. **People for Performance:** Adopt a growth centered approach, to align with the School's vision, values and priorities.
4. **Governance and Structure:** Develop a governance framework and structure to enable broad consultation without compromising timely decisions.
5. **Operational Excellence:** Strive for operational excellence, to support the learning, research and engagement priorities.
6. **Ecology, Environmental friendly Infrastructure:** Create a physical environment and infrastructure that supports the environment

Case study on Student-Centric curriculum: NBS has focused on the development of students for placements. The B-school is located in a rural background with students coming from low income groups.

NBS transformed the curriculum and adopted training to enhance the placement of students.

The details of a sample of the students are given below:

Student Name	Batch	Annual Income (in lakhs)	Student Support offered	Company Placed	Annual placemen
Mr. Akhil Shaji	2017-19	1 lakh	Placement Training	Aditya Birla Fashion Retail	4.75 lakhs
Ms. Anju Baby	2017-19	1.50 lakhs	Placement Trainings	Standard and Poor's	5.64 lakhs
Ms. Aparna James	2018-20	1.44 lakhs	Placement Trainings	Aditya Birla Fashion Retail	4.25 lakhs
Ms. Nandana	2018-20	0.36 lakhs	Placement Trainings/Scholarships	Aditya Birla Fashion Retail	4.25lakhs
Ms. Mariya Kujachan	2018-20	1.00 lakh	Placement Trainings/Scholarships	TATA AIG	3.00 lakhs

The curriculum of MBA was updated with placement training, skills training, Outbound training and placement training. Sessions for all these trainings were conducted by in-house and experts from the corporate. Sessions on GD and Aptitude were regularly conducted. The confidence levels of the students improved drastically and all the students who underwent training regularly could make it up in well known corporates.

Ms. Mariya Kunjachan and Ms. Nandana was trained for scholarship interview by Thrissur Management Association and both have won the scholarship of Rs. 1,00,000/ (Rupees one lakh only) for Ms. Nandhana and Rs.50,000/- for Ms. Mariya.

All the students were sent through a rigorous training process after a selection based on performance tracking. They were also trained on Business plan presentations. Ms. Nandhana won the 2nd prize in the TMA-Hykon Business plan contest.   https://nbs.ac.in/cultural%20events/.

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Administrative-Setup: The general administration of NBS is vested with the Executive Director,

Naipunnya Institutions, assisted by Asst Executive Director.

Management Board: The Patron of the "Naipunnya Business School" is His Beatitude Cardinal Mar George Alencherry and the President is Mar Antony Kariyil. The Executive Director, is Rev. Fr. Dr. Paulachan K. J. and the Assistant Executive Director Rev. Fr. Varghese Assin.

Governing Council: Includes members from academics and Industry

Internal Quality Assurance Systems (IQAS): for creating Quality Management Systems on its own, aligned with policies, procedures and systems as prescribed by NAAC.

Academic Council: To ensure a healthy academic learning atmosphere and enhance the learning experience of the students.

Library committee: For recommending books and journals according to the emerging requirements.

ISO committee: For overall system improvement.

I. Policies: There are a variety of policies which are used for the effective functioning of Naipunnya Business School. Some of the policies are:

1. Quality Policy: NBS is an ISO 9001:2015 certified institute. Our quality policy is to achieve and sustain exemplary standards in educational services by improving the chances of success of students.

2. Faculty HR Policy: We have a staff policy for both academic and non-aademic staff which enables our employees to work towards with a sense of orienation, competence, commitment and flexibility for organizational effectiveness.

3. Research Policy: to create a vibrant atmosphere of research among faculty and researchers in Naipunnya.

4. **Scholarship Policy:** aimed at creating meritorious students and who are selected and notified in a transparent manner by the scholarship committee.

5. Maintenance Policy: . an established system for maintenance and utilization of its IT Infrastructure like computers, classrooms, equipment and laboratories.

II. Administrative Set up:

1. Finance committee: The Finance Committee examines and scrutinizes the annual budget of the college and considers proposals for new expenditure, and makes recommendations to the Management board.

2. HR committee: To ensure that the College has "the right personnel with the right skills and the right attitude", to carry out the College's mission and to support student learning in accordance with the Strategic Plan.

3. Research Committee: To ensure that the college continously pursues its research as a part of its academic development.

4. Admission Committee: To ensure that the college has the best of its students so that it can produce a academic and skill oriented Alumus.

5. Maintenance Committee: To support the academic activies of the college through procuring and maintaining facilities.

6. Statutory cells: All cells according to UGC, University, State and Central government like anti-ragging, minority, OBC, Internal Compliants, Discipline, Women, Innovation and Incubation, and academic audit cell.

III. Appointment: All appointments are made according to the needs made by the department and forwarded to the HR department.

IV. Service Rules: The college follows the AICTE service rules for faculty and staff.

V. Procedure: All procedures are transparent and governed by set of rules and bases on statutory obligations towards the different stakeholders of the college.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

NBS is always concerned about the employees and their well being in this institution. For that, the institution has implemented some welfare measures to ensure that the employees are highly satisfied and they are treated genuinely. NBS always stands with their employees for their betterment by ensuring care and concern for all employees with no difference between teaching and non-teaching employees. As a result of all this, the institution provides a calm and peaceful work environment to the employees to fulfill their academic/professional as well as personal objective with full support from the management. Different welfare measures are providing to the employees to provide

Some of the prominent welfare measures are listed below:

SL No	Welfare schemes for teaching / Non teaching staff	Beneficiaries	
1	Self-development programs, training, and higher education	All the eligible teaching staff pursuing higher educat add on courses training for career enhancement / A eligible non-teaching staff for career enhancement	
2	Employees Provident Fund and ESI benefits	All eligible teaching staff / All eligible non-teaching s	
3	Leave facilities - Annual leaves with Wages	All eligible teaching staff / All eligible non-teaching s	
4	Maternity leave	Eligible female teaching staff / Eligible female teaching staff	
5	National & festival holidays(22 days + 02 RH) and all second Saturdays	All teaching and non-teaching staff	
6	Three vacations with wages	Teaching staff	
7	Subsidized Canteen stationery store facilities	All teaching and non-teaching staff	
8	Transportation - College bus at a minimized rate (From Ernakulam, Thrissur and Irinjalakuda)	Teaching and Non-teaching staff on a requirement bas	
9	Accommodation	Teaching and Non-teaching staff on a requirement bas	
10	Free food and Accommodation	Teaching staff - Based on package / Request basis Non-teaching staff - Security staff, Technicians, hostel warden	
11	Vehicle parking facilities (2 or 4 wheelers)	All teaching and non-teaching staff	
12	Ladies Restroom	All teaching and non-teaching staff (ladies)	
13	Medical treatment facilities on duty – (Doctors available, on-call basis, vehicle available, around the clock)	All teaching and non-teaching staff	
14	Health club facilities	Free for All teaching and non-teaching staff during hours	
15	Yearly tour on free of cost	Separately for Teaching and non teaching staff	
16	Free uniform	Non-teaching staff	
17	Onam, Christmas and birthday celebration	Teaching and non teaching staff - with free lunc seasonal and gift	

18	Annual get together with families	Teaching and non teaching staff celebrating with a v of entertainments, food, and gifts
19	Financial assistance for completing house construction and treatment	Non-teaching staff
20	Interest-free loans and advances	Teaching and Non-teaching staff on a request basis

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 21.11

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	1	4	1

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.6

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	03	02	1	0

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 6.22

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
01	00	00	02	00

File Description	Document
Upload any additional information	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Response

NBS follows a 360-degree appraisal system for performance evaluation of faculty members. 360 degrees provide the correct and proper evaluation and appraisal for the faculties from all levels which include feedback from students, peers, subordinates and superiors. The previous evaluation system was fully automated, with the software providing an avenue for gathering, analysing and evaluating the staff's performance. Now NBS is following a self-appraisal form as per the NAAC requirements.

Teacher's Self Evaluation:

1.   Quantitative evaluation of each faculty member is performed by the faculty online. The faculty members answer questions pertaining to teaching methodology, evaluative methods, faithfulness to the course material transaction etc. Self-evaluation provides insights into the values and beliefs that help structure the course and instructional objectives leading to classroom competency and healthy work atmosphere. 10 % of the final score is considered for the final total points tally of the faculty member.

2.   Apart from the online NBS follows a NAAC based self-evaluation form which covers all the areas of the faculty plans and performance

Teacher's Evaluation by Students: Each student can mark their feedback and teachers performance once a year through the software and this also includes the teacher's evaluation. The students are provided with an opportunity to evaluate their teachers annually. The 25% of this score is reckoned for the final total points tally of the faculty member.

Teacher's Evaluation by Peers: 10% of teacher evaluation is in their colleague's feedback. Its to ensure that each faculty is working as a part of the team and having good cohesiveness among the team.

Teacher's Evaluation by Head of the Department / Director: Quantitative Evaluation of faculty is done by the Head of the department, and Evaluation of HOD is done based on a questionnaire. 25% of the total score is reckoned for the final total.

Teacher's evaluation by the Executive Director: The Executive Director performs the quantitative evaluations of the faculty members, HoD / Director. 30% of the total score is taken into consideration for the final.

After the inputs are gathered from all angles the scores are tallied. A score sheet with the data derived from the analysis is presented to the faculty member. A random selection of the remarks, suggestions, areas of improvement are also given to the faculty members and the teachers have a one-to-one meeting with the Director, where the Director shares the result analysis of the feedback.

The Non- teaching staff are evaluated by their supervisors on an annual basis. The appraisal forms are forwarded to the Director and Executive Director for evaluation. The Director / Executive Director meets the staff individually to discuss their evaluative scores and also to suggest corrective actions where necessary.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Audits: NBS has a system of auditing in tune with the statutory requirements. The preliminary audit is done by the Finance manager itself on a monthly basis. Since the college comes under the ArchDiocese of Ernakulam-Angamaly, internal audits are done regularly by the audit department of the diocese. Other than that, the external audit happens regularly every year by the external auditors, Thaliath and Jacob with reports being sent to the Diocese and the Executive director.

Internal audit: The primary stage of the internal audit is done by the institution itself by its finance department, headed by the finance manager. The finance manager scrutinizes and verifies the financial data which is then audited by a central office that audits the different institutions in the Archdiocese. The first stage of the audit by the central audit team is done in every quarter of the financial year. In Internal audit, although the primary stage is scrutinized by the finance department and finance manager, the secondary stage of the audit is independently conducted by Ernakulam archdiocese central office to improve the institution's operational efficiency taking into account the various parameters set at the beginning of the financial year. The short term and long term objectives set by the institution and the budgetary provisions are scrutinized and evaluated.

External audit: The external auditor performs an audit every year in accordance with specific laws or rules, of the financial statements. The audit report along with the income tax statements/returns are presented to the Archdiocese in due time, keeping in purview the deadlines set by the competent authorities. The audit reports of relevant financial years are attached herewith in the table.

Audit reports: The entire reports are evaluated by a high core team in the archdiocese and remedial if any are taken to rectify the mistakes.

Transparency in accounts: Absolute transparency is maintained throughout the financial dealings with all stakeholders.

Details of internal and external financial audits: Table attached for your reference

Mechanism for settling audit objections: The college has a three tier structure for settling audit objections. viz Finance Manager, Executive Director of Naipunnya and Archdiocese audit department.

1. **Settling audit objections by the Finance Manager:** Audit objections arising out of routine checking, clerical errors, errors in omission, duplication, etc. are corrected immediately and documentary evidence is produced.

2. **Settling audit objections by the Executive Director:** Audit objections in case of explanations required such as errors of principle, short or excess provision for depreciation, valuation of stock or inventory, capital and revenue expenses, wrongly written outstanding expenses, Frauds or manipulations are given an explanation by the Executive director and corrected then and thereof.

3. **Settling audit objections by Archdiocese:** Audit objections regarding change in method of accounting, revenue recognition, method of depreciation, writing of books, misappropriation of cash, adjustments made in the books of accounts, compliance with statutory requirements, reported by the external auditor to the Archdiocese is conveyed to the Executive director and objections are settled appropriately.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 4

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
.87	.88	1.04	.69	.52

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)
Any additional information	[View Document](#)
Annual statements of accounts	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Management always looks forward to the betterment of the institution by providing the best in all areas. Management and institute has granted many funds for the betterment of students and as well as faculty. Purchase of furniture, painting of the college and its premises, and the landscaping of the campus were developments made with the aid of the Management Fund. The major areas of expense are in the areas of Office expenses, Wi-Fi, Computer maintenance, payment of last grade staff and the security, electricity, water and building maintenance, equipment maintenance, etc. are regularly provided from the management fund.

The Finance Department records the funds provided and all the expenses and all the records will be provided for internal and external audits carried out.

The major sources of institutional receipts and funding are the following

- Admission Fee

- Alumni Fee

- Bridge Course Fee

- KMAT Coaching fee

- PTA Fund

- Exam Fee

- Tuition Fees

- Placement fee

- Application and prospectus

- Bridge Course

- Library books

- CAP Fee

- Placement and Orientation Fee

- Computer Lab Fee

- Processing Fee

- Students activity Fees

- Project funds

- Alumni fund

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Research Initiatives: Naipunnya with its emphasis *"To Reach, the unreachable'* believes in quality research for improving its commitment to society. IQAS in its initial plan to develop and implement its own Research plan that is consistent with the Strategic Plan of NBS.

In 2015-16, the IQAS suggested in its strategic plan that the B-School, which was then a part of Naipunnya Institute of Management and Information Technology (NIMIT) to conduct a National Conference with ISBN proceedings, named **"VAIDAKTHYA."** This dream was realised in May, 2016 and till now i.e. Vaidakthya was conducted in **2017, 2018, 2019, 2020** with ISBN proceedings**.** The 2021 edition will take place in May, 2021.

The second initiative that has come from the IQAS in 2016-17, was the setting up of **Naipunnya Business School - Center for Community and Business Research (NBS-CCBR).** The main objective is to help research scholars develop the capacity for free and objective enquiry, courage and integrity, awareness and sensitivity on quality research and fulfill the needs and aspirations of the society. The initiative has been recognized by research scholars and workshops are organized every month.

The third initiative taken by IQAS in 2017-18, was to have a **research center for NBS**. However, since the college being self-financing did not have opportunities to have one with the affiliating university. Hence, it was decided to approach Kerala University of Fisheries and Ocean Sciences (KUFOS). Applications were submitted in February, 2019 and after reviewing the research prowess of NBS, KUFOS has offered the research center. In 2020-21, admissions, the center was able to admit 5 research scholars. We are also in the process of coming up with our own journal however, the permission from the authorities have not been received.

Community Development Initiatives: In its vision to to support the community as well as making the students aware of the various needs in the community, the IQAS from the advice given by the governing council decided to conduct the Community Development Program.   In 2015-16, the IQAS decided to conduct the community development program in the form of a rural camp at Devikulam, in Idukki district. The program was named **"Clean the Hills campaign."** The camp was to be conducted with the cooperation of the district, panchayat authorities and should foster team building, understanding community needs, awareness of self and others and fostering friendships. During the year **2016-17,** the camp was named **"Saving the Environment, Saving Ourselves (SESO)**.   In 2017-18, the rural camp**"Clean the Hills campaign."** was conducted in Devikulam to assess the development that has happened after the first camp. **"Hastham"**was suggested by IQAC in 2017-18, the IQAS recommended a variety of programs in the one week camp. The camp now conducts surveys, work among people, awareness classes for schools students and parents. The camp is now a part of **Unnat Bharat Abhiyan** and has adopted 3 villages, Puthenvelikkara, Parakkadavu and Kezhkemuri, for transformational development. The second edition Hastham 2019, was conducted in Puthenvelikkara village, one of the adopted villages by the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

The Internal Quality Assurance System under Internal Quality Assurance System has contributed in institutionalizing the Quality Assurance Strategies and processes which includes:

- Review of Teaching Learning process
- Implementing a student management system – Linways.
- Conducting Add-on programs to strengthen the skills and knowledge levels of students Creating Learning outcomes
- Regular meetings of Internal Quality Assurance System (IQAS)
- Collecting Feedbacks of our stakeholders and analysing them for the institutional improvements.
- Collaborative quality initiatives, MOUs and AMCs
- Planning programs for students on Internship, On-the-Job trainings, job fairs.
- Conducting Quality Audits by NIRF and ISO
- Creating opportunities for students in internships with Internshala
- Creating opportunities for research through NBS-CCBR
- Creating and implementing programs on "walk with the scholar"
- Conducting rural camps (SESO/Hastham) for students, providing them an opportunity to immerse in community building initiatives

Conducting seminars on Demonetization, Digital banking, Union Budget analysis to enable students to be aware about the economic changes happening in the country.

Conducting entrepreneurship programs for students and local entrepreneurs.Teaching learning process: NBS follows a 360 ° teaching methodology. The first level gives emphasis to:

- Knowledge development
- Theoretical discussions
- Panel discussions/Workshops

- Case studies

The next level is to create skills through:

- Pre –practice teaching
- Training in classroom
- Training through outbound activities
- Hands on training

The next level the student moves on to effective application of skills and knowledge through

- Cooperative learning techniques
- Participatory learning techniques
- Promoting inclusive practices and use of technology
- Using probing questions to challenge the learners
- Reflective thinking
- Open forum discussions

The institution also engages students in 'active learning through interactive lectures which ends with questions and assignments for which students have to consult books, eBooks, magazines, selected journals etc. from the library & also surf the internet.

Group assignments are given with eliciting questions for which the learners have to be actively engaged in the library. Students discuss and write their assignments.

Peer teaching: Advanced learners assist their weaker counterparts through peer teaching. Group activities also give the advanced learners a scope to assist their peers. Students' seminars and panel discussions are also modes of peer teaching.For peer-teaching, students make use of websites, books and selected journals.

Community outreach: During community outreach activities students use questions on residents of old age homes, teachers of rural school and authorities to generate information and assess problems.

Project work: Students have to submit individual projects as a part of the MBA curriculum.

Simulation: Students are engaged in practising selling skills as a part of summer internships in organizations batchwise.

Role playing: Student-teachers' play the roles of executives in organizations in the simulated lessons sessions and mock teaching sessions. Role playing, as a teaching technique is used profusely for training team building and conflict management.

Structures & methodologies of operations: In 2018, IQAS recommended the management to purchase Linways, college management software for managing the entire academic activities. This enables the student to develop ICT skills and also give them a strategic perspective of the corporate. The attendance module helps the subject faculty to mark the attendance and students can track the subject and total attendance on a real time basis. The faculty members will give the assignments and seminars through the assignment module of the software, which help the faculty member to set the deadline for submission and description about the assignments and seminars. Students can upload their assignments into the software and based on the document upload the faculty members give marks for the assignments that can be viewed by the students immediately. The faculty members have the provision to create offline or online exams through the software. The sessional exam module helps the faculty member to clearly identify the weak students after the evaluation and can take remedial actions. The faculty can upload the details such as course objectives, outcomes, syllabus, notes, internal question papers and schemes under the course file settings. The message box module helps the faculty members to message to the students on their academic progression. By using the internal assessment module, the faculty members can set the final internal assessment of all students based on the university and college regulations. The faculty members can upload the course materials such as slides, cases, teaching notes etc. under the course materials module and the students can view it. Through the quiz and survey module faculty members could set the MCQs for their subjects.

Learning outcomes: The college has a standard procedure for measuring the outcome attainment. The procedure includes direct and indirect measures to measure the attainment of each outcome. The measures for course outcome attainment are internal examinations, assignments, seminar/presentations, class participation and attendance.

Direct measures:

- **Internal Examinations:** Three internal examinations will be conducted for each course and the average of the best two will be considered.
- **Assignments:** Three assignments will be given for each course and all three assignments will be considered.
- **Seminars/Presentations:** Students are supposed to prepare at least one seminar for each course and present it in the classroom.

In-direct measures:

- **Class Participation:** Subjective evaluation of the faculty about each student based on the student's overall interest towards the course.
- **Attendance:** The physical presence of the students in the classroom.
- **Quizzes:** Every module of the course has a quiz

To assess each course, faculty members use CO's defined for that course. Based on the COs the faculty members create the measures. In each course, faculty members assess the level of achievement of the course outcome of each student using the weighted average of the above measures. The ultimate course outcome score of 2.0 or above indicates that the course has attained the outcomes. If any student outcomes are not met, Remedial action is taken for improvement.

The data are then used to analyze and evaluate the program outcome of the MBA program and the final program outcome score of 2.0 and above shows the attainment of programme outcomes.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Upload any additional information	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The measures initiated by the college for gender equity and women empowerment are in two dimensions: **Aware and Involve**, **Provide a conducive Infrastructure for women empowerment**. Faculty and students are members of the women cell.

Awareness programs:

1.   **Women Cell:** The Women cell is named as Ananya, celebrates International women's day and organizes events like interactive talks/lectures on gender sensitivity, women empowerment, gender biases, and equality of sexes, self-defense training, women safety, health and hygiene.

2. **Grievance Redressal Cell:** Grievances of students, both boys and girls are taken up by a redressal mechanism instituted under the leadership of the director and solutions are provided at the earliest.

3. **Anti–ragging :** An Anti-ragging Committee is formed as per the AICTE and UGC guidelines, Students have to submit a notary signed affidavit and submit to the college about non- involvement in ragging. A session on anti-ragging is also conducted during Vihaan (batch initiation program) and students are to take an anti-ragging pledge. Anti-ragging boards are displayed within the campus in several places.

4. **Anti-Drug Seminars:** Drug Abuse Resistance Education (DARE), conducts seminars, street plays and poster competitions on the bad effects of drugs and alcohol abuse.

5. **Counselling/Mentoring Services:** The services of a full time counsellor is available in the campus. All faculty members also involved in mentoring students.

6. **Hair donation campaign:** Students of women cell organized hair donation camps for cancer patients.

7. **Women Empowerment:** The women cell organizes programs on entrepreneurship.

Security Infrastructure:

1. **CCTV Cameras:**   CCTV cameras are installed in common areas.
2. **Fresh rooms:** Separate fresh rooms are provided for boys and girls in all floors for women. A napkin vending machine is also provided in the girl's toilet in the main block.
3. **Security Staff:** Security staff in the gate will identify the persons before allowing them inside the campus. Students and staff have to wear Identity cards for entering the campus.
4. **Walkways:** Dedicated walkways are provided.
5. **Suggestion Boxes:** Suggestion Boxes are placed at several places in the campus.
6. **Medical Emergencies:** First Aid Box, wheel chair, and the assistance of doctors through a tie up with LF hospital is also available.

7. **Sick Rooms:** Separate sick rooms for both boys/girls are provided.
8. **Yoga and Meditation Room:** is provided for students and is practiced under a qualified teacher.
9. **Physical Fitness Centre (SWASTHI)** with separate changing rooms for boys and girls are available under the guidance of a trainer.
10. **Koratty Police Station:** is located at a distance of just 4.6 Kms.
11. **Vehicle parking space:** vehicles are allowed to be parked in the campus near the security room.
12. **Women Sports Team:** are trained under trainer's qualified coaches.
13. **Divyangjan facilities:** are available for men and women students.
14. **Well Lighted class rooms** with glass doors and dining rooms are provided.
15. **Cafetaria:** for light refreshment and canteen for meals.
16. **College bus:** Students can avail the services of college buses to their residence.
17. **College bus stop:** A well covered and protected bus stop is provided on either side of the road.
18. **Fire exit and fire extinguishers**

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Link for annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Naipunnya Business School has always been following a policy sustainability incorporating into action through the 3 R's of waste management — Reduce, Reuse, Recycle. Being an arts college, there are only 3 types of wastes produced on the campus.

- **Solid Waste (Organic):** (Kitchen Waste, Food waste, Vegetables, Flowers, Leaves, Fruits): All these wastes are recycled and used as compost and converted into manure and used in the garden for growing vegetables and fruits. Food waste is used as food for animals and birds which in turn produce waste and is used for fish ponds.

- **Solid Waste (Recycling of pens and paper):** NBS students are a part of the "recycle and reuse" campaign for recycling pens with refills. Moreover, pens are collected at the reception if the student has discarded the same. We follow a strict schedule of recycling papers and using one sided paper for our work.

- **Liquid waste management:** Water coolers are installed in each department for teachers and students. While there are posters to reduce the wastage of water, the liquid waste from the points of generation like the canteen and the toilets are effectively let out through a proper drainage facility to avoid stagnation. Reducing the growth of mosquitoes and other pests.

- **E-waste Management:** (Computers, printer cartridges, CPUs, contain potentially harmful materials such as lead, cadmium, beryllium, or brominated flame retardants): al. CPU's are also separated to generate spares and used in other computers. Cartridges are refilled and used to the fullest capacity. MoU is signed with an authorized agencies for recycling and safe disposal. The institution has entered into an agreement with Northamps ENV Solutions, Tripunithura for the disposal of E- Waste as well as plastic waste.
- **Waste recycling system:** (Paper, Glass, Metals and Plastics): This is the major waste in the campus and there are a host of programs to reduce these waste. Details are given in the initiatives given below.

Other Initiatives:

- **Use of dust bins:** Dust bins with different colors: Green-coloured dustbins are meant for wet and biodegradable wastes like kitchen wastes. Blue dustbins are meant for disposal of plastic wrappers and non-biodegradable wastes and Yellow dustbins are meant for papers and glass bottles. All dustbins are cleaned and emptied on a regular basis at 3:00 pm everyday. There are personnel appointed to collect garbage from the College premises, hostels and office buildings.

- **Lunch Boxes:** "East healthy, Reduce waste" campaign encourages students to carry their meals in lunch boxes, so that leftovers of disposable containers of paper and plastic can be minimized.

- **Bio gas plant:** NBS has a Bio-gas plant unit inside the campus. It produces fuel for our canteen kitchen as alternate fuel for cooking. Biogas plant is also effectively used to manage the organic waste generated in the campus. The food waste that is collected is deposited in the biogas plants. This also goes to the second stage as Vermi-compost and is used as organic fertilisers.

- **Incinerator:** The campus has installed an incinerator for pollution mitigation.

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

NBS celebrates all the festivals of all religions to promote communal harmony among the students as well as learning the values of every religion and the message it propagates. Some of the events organized in the campus are as follows:

Cultural:

1. **Aavani (Onam):** Onam celebrations bring in a lot of frenzy and festivities in the campus. There are a variety of competitions like Onampattukal, speech competitions, tug of war, drumming competitions which marks a lot of joy and happiness as well as a feeling of unity among students.

Communal:

1. Christmas celebrations: Being a minority Christian institution, Christmas is celebrated in the campus with card making, exchange of gifts, Christmas tree decorations, Santaclaus, and Christmas choir.

Regional & Linguistic:

1. Keraleeyam: NBS celebrates on the 1st November to mark the formation of the state of Kerala. The day is celebrated with competitions to understand the rich cultural heritage of the state.

Socio-Economic:

1. **Union Budget - analysis:** NBS makes it regular to organize the union budget live on the campus and discussions and presentations will be done sector wise and industry wise and recommendations

are studied for the impact of the budget on the economy as well as the effect on businesses.

2. **Awareness on Digital banking:** Demonetization and digital banking were taken up in a big way by NBS. Students were given workshops on digital banking and how to take it forward in their lives. Sessions on digital banking are also conducted by students for the outside community during their rural camps.

3. **Seminar of Demonetization:** When the country went for demonetization, NBS ventured to educate the students on the importance of demonetization as well as digital banking to curb the menace of black money.

4. **Awareness on Business Ethics:** Students of NBS are given sessions on keeping and practicing ethics in their professional life. Students are to recite the business ethics pledge at the time of entry into the college as well as they pass-out from the campus.

5. **Panchayati Raj:** To stress the importance of local self-government of villages, A session with the village office including the secretary and councillors are a regular feature of the rural camp.

Other Diversities:

1. **Ananya:** Women's day celebration is conducted in the campus with awareness on women rights and the role of women in society as well as empowering them. Students also are made to create projects on equipment relating to women safety.

2. **Indians are my Brothers campaign:** In order to foster the spirit of brotherhood among the students as well as the community, NBS organises sessions on abolishing caste, creed, gender discrimination which are the social evils in the society.

3. **Ambedkar Jayanthi (birth anniversary of Dr Ambedkar**): Our students put up a short programme on April 14, and Dr. Ambedkars' birth and his contribution in the framing of our Indian Constitution and his dedicated work for the upliftment of laborers, women, and removing the caste stigma.

4. **ParikshaPeCharcha:** NBS also has organized the "Parisha Pe Charcha program by our dear PM Narendra Modiji in the campus.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document]()
Link for any other relevant information	[View Document]()

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

1. **Vote for your aspirations:** NBS conducts regular discussions on the need for voting and elections and selection of leaders. Group discussions and debates are conducted on the type of leadership required for the country. These campaigns are conducted during the election period.

2. **Constitution Day (National Law Day):** NBS celebrates Samvidhan Divas, on 26th November every year to commemorate the adoption of the Constitution. Quiz programs are conducted to create awareness about the Indian constitution among the students.

3. **Road safety week:** NBS organizes road safety week every January to spread the awareness of maintaining road safety as well as to tell the public about the rules and regulations that have been laid down by the Government. It will not only focus on the precautionary measures but also educate the masses via banners, pamphlets, and hand-outs.

4. **Martyr's day** and remembering the freedom fighters: NBS organizes martyrs day to remember the freedom fighters who laid their lives for the country. This is celebrated on 23rd March. The program includes videos and presentations to remember and thank the freedom fighters.

5. **Save Energy, Save Trees campaign:** NBS celebrates the National Energy Conservation Day on 14th December to make students aware about the need of conserving energy. Students and teachers get involved in seminars and workshops as well as hands-on training on making led bulbs.

6. **#SAVEENVIRONMENTSAVEOURSELVES(SESO):** Environment campaigns are a part of regular NBS. We conduct sessions on environment awareness for students as well as for the community. These sessions are addressed by experts from the local community as well as officials of forests or local body members.

7. **Phisis:** As part of Gandhi Jayanti Celebrations, MBA students of NBS conducted Phisis.. This program was organized as a part of Swach Bharath initiative and in collaboration with Unnat Bharath Abhiyan (UBA). The day was celebrated by eradicating plastic bags in the neighborhood community and distributing them with cloth bags as a replacement.

8. **Indians are my Brothers campaign:** In order to foster the spirit of brotherhood among the students as well as the community, NBS organises sessions on abolishing caste, creed, gender discrimination which are the social evils in the society.

9. **#COPYING IS SHAME CAMPAIGN:** This campaign is conducted to make the student aware about the dishonesty of copying in exams as well as in articles. Programs also inform students on plagiarism in research papers.

10. **Swach Bharath (Inside the college):** Students also participate in a cleaning drive inside the college premises along with the housekeeping workers of the college. The program was conducted to sensitize the students on the waste created in the institution and how it could be managed.

11. **Charity activities:** NBS through its mission and vision also educate students on the need for charity activities in the community for the underprivileged. Students are taken to orphanages and old age homes to visit and care for the community.

12. **Energy conservation:** NBS participates in the Energy conservation programs proposed by government agencies and creates awareness programs among the community.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

NBS celebrates all the national days in its campus and competitions are conducted to ensure participation of all students. NBS also also conveys the message of unity, integrity, patriotism and plurality. Some of the days that we celebrate are:

1. **Azaadi (Independence Day celebration):** is celebrated with zeal and patriotism to inculcate the spirit among the young students about the pride and passion towards the country and its freedom fighters. The program includes, flag hoisting, and several programmes like quiz, skit, drama, and patriotic song competitions.

2. **International Yoga day:** NBS celebrates International Yoga day to let students and the community know the importance of maintaining good health and healthy lifestyle to enjoy the highest standard of physical health and also to link protection of health and sustainable health development for the well being of all.

3. **Keraleeyam/Malayalam day:** NBS celebrates world malayalam day on the occasion of Kerala Piravi on November 1st. On this day, festivities and competitions in malayalam will happen and the department head will administer the official language pledge.

4. **Republic day:** NBS celebrates the Republic day on 26th January and students take oath to protect the sovereignty of the country.

5. **Gandhi Jayanthi:** NBS celebrates Gandhi Jayanthi to honour Gandhiji's contributions towards the Indian Independence movement, and his non-violent way of life.

6. **World food day:** is celebrated to promote food and preserve food resources. Seminars and workshops are held to understand the importance of good food and availability without wasting it.

7. **Workers day:** Being a business institute, NBS also celebrities workers day on 1st May where our budding student managers do "role reversal" by working on the campus with the supporting staff and organising games for them.

8. **World Entrepreneurs' Day:** is celebrated on 21st August, by conducting business plan competitions, and workshops on entrepreneurship by the clubs as well as honoring entrepreneurs in the campus.

9. **National Unity Day or Rashtriya Ekta Diwas:** is celebrated on October 31st to foster the spirit of '**Unity in Diversity**' and come out with a pledge against discriminatin of individuals on the basis of caste, gender, creed or color.

10. **Sadbhavana Diwas:** observed on 20 August, birth anniversary of former PM Rajiv Gandhi, is observed to encourage national integration, peace, affection, and communal harmony among the Indian people of all religions.

11. **Good Governance day:** is celebrated on 25th December the birth anniversary of former PM Atal Bihari Vajpayee to make students aware of the role of good governance practices like accountability, transparency, ethical conduct, and rule of law. Students are to write essays on the subject. Workshops on governance are also conducted on the day.

12. **Human Rights day:** celebrated on 10th December, the day is celebrated with discussions and debates on the role of corporate responsibility to respect human rights.

13. **World Managers Day:** Naipunnya Business School organizes the World managers day to

challenge the budding managers to aspire and mentor them to participate in the various activities undertaken by NBS during the course of their study at Naipunnya Business School in creating managers for tomorrow.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for any other relevant information	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practice: 1

Community Entrepreneurship program (CEP)

CEP's vision is to "**Mould Entrepreneurs for the Indian economy**."The mission of Naipunnya Business School to equip students with management skills so that they may function efficiently and effectively by integrating academic excellence and involvement in wider societal concerns. Thus the purpose of the CEP is to develop entrepreneurs inside and outside the campus and grow business ventures. Thus the team of faculty and students within NBS, recognizes an opportunity to train the community in social entrepreneurship so that they develop, and implement solutions to social, cultural, or environmental issues and contribute to the country's economy.

Objectives of Community Entrepreneurship Program:

- To equip local entrepreneurs with business training.

- To create a peer-to-peer learning

- To reduce poverty, and social problems

- To drive societal transformations and empower the marginalized.

- To contribute to the greater economic development of the country

The outcome of the CEP is four fold. While the individual develops into an entrepreneur, he/she develops a network through which products are sold and raw materials are collected. There is reduced unemployment and is able to contribute to the alleviation of poverty which indirectly reduces social problems within the community. The entrepreneur is empowered to take up the leadership role and to stand up for elections in the panchayat thereby has a wider role in creating a transformation in the community. The community also learns that it is a part of the wider society and contributes to the economy by way of taxes as well as employment for the unemployed.

Challenging issues addressed:

India is undergoing a radical change as far as the economy is concerned. We are poised to become a 5 trillion economy in days to come. Amitabh Kant, CEO, Niti Aayog, says that "the economy needs to grow (at) 8%-plus year after year, nearly double from its current \$2.9 trillion"(Economic Times, 2020). India's unemployment rate had a three-year-high of 8.4 per cent in August 2019, according to a report released by the Centre for Monitoring Indian Economy (CMIE). So in order to boost India to a USD5 trillion economy by 2024, we need to have numerous plans to create jobs and boost the economy in the country. Micro, small and medium enterprises (MSMEs) in India is one of the largest sectors in the world, after China. So it is essential to strengthening the MSME ecosystem. MSME sector currently generates employment for around 111 million people and manufactures more than 7500 products. It also contributes to 29 per cent to the national Gross Domestic Product (GDP), and has the potential to create 10 million new jobs over the next four to five years. Other than that, we can also create a social platform for these entrepreneurs to improve social activities and strengthen its members' social bondage. Once they start experiencing success, it will lead to economic and political empowerment along with an improvement in their leadership skills and decision making capacity as well as health awareness, needs and utilization of healthcare services. These savings can help alleviate poverty and decrease social evils in society.

CEP practice, its uniqueness in the context of India higher education:

CEP is a unique program for our budding business managers. The program gives them an opportunity to interact with entrepreneurs thereby improving their overall skill development. Students are able to learn the methods of entrepreneurship hands-on as well as give guidance and get guidance. Moreover, this program will offer them an opportunity to understand social entrepreneurship and its role in developing the community. The program has enabled them to connect with various entrepreneurs and as they conduct and organize training programs, they learn the nuances of Entrepreneurships. Students also learn the art of writing business plans and are able to present it in competitions and win prizes. Interactions with existing entrepreneurs help them to understand the scope of various businesses and this will help them to choose entrepreneurship as a career. NBS has been able to win prizes in business plan competitions and also able to create entrepreneurs among students. Moreover as they interact with community leaders, they are able to understand the power dynamics prevailing in the community. Students also receive training on different product manufacturing and are skilled to choose careers in entrepreneurship after their studies.

Problems:

1. The first issue that is found is the lack of funding agencies or banks to fund their project as many of them do not feel that these students cannot run the projects. Here, the college supports the students through introducing to venture capitalists, and bankers that they are able to create confidence in them.

2. The students role in community programs has connected them to local entrepreneurs in relationships that

are mutually beneficial thereby contributing to local economic development. The program also allows students to put their knowledge and skills into action in practical, unstructured and creative capacities. This activity has not only turned students into entrepreneurs, but also change agents for their community, and helped them to develop skills that are useful in many areas of their professional and personal lives.

3. Other than funding the other biggest problem was the management of people since the community has many social issues and it was difficult for students to create a good relationship with different stakeholders in the community. There was an interwoven relationship of political, social and religious groups existing in the community along with other social networks and it was difficult to organize people for the program. Initially trust was created among the different groups through regular meetings and later, students embarked on creating leadership in the groups. Once this was created, students were able to conduct training programs. However, the promises given by community leaders were not kept always and students had a tough time to instill trust in the community leaders as well. However, when they understood that the students were reliable, they started attending meetings and training.

4. Support from the government agencies by way of training was minimal as they did not have resources or were not ready to offer programs to self-financing colleges.

5. Examinations and other routine activities of the college and the program dates colluded as a result, some of the programs had to be cancelled.

6. Support from university, district level bodies is very essential for a smooth functioning of the entrepreneurial ventures, extension department of the university is has not been encouraging except for a circular to conduct a program, there has not been any support from the university.

Evidences of Success:

1. NBS conducted a conference on Entrepreneurship

2. NBS was able to bag the best Business plan contest award from Thrissur Management Association in 2017, 2018 and 2019.

3. NBS was able to conduct training to several groups during this period.

4. Students were able to interact with various entrepreneurs.

5. Student entrepreneurships like Friday market, Pet care management, fish cultivation, live stock development programs have been initiated in the campus.

6. Students were able to conduct fairs during Keraleeyam, and food stalls during management fests.

7. Development of overall vibrant students who are able to survive in the competitive job market-Improved placements.

8. Students were able to start entrepreneurships on their own.

9. Students were able to learn online certifications required for their businesses.

10. CEP enabled students to get in touch with family business units and provide training to them

11. Workshops on LED bulb manufacturing, and payasam making were offered to the community

12. College was a hub for training on poultry, pets, and fish farming.

13. Many small entrepreneurs were able to start enterprises on their own.

14. NBS is encouraged to conduct more such programs for community success.

15. Bonding of the community was increased.

16. Friday market enabled students to join as entrepreneurs in the venture to promote business from home grown vegetables, home made and products.

17. College was able to realize its dream "To Reach the Unreachable" in a different in arena the local neighborhood.

18. College was able to start student entrepreneurs.

Suggestions:

1. **Syllabus:** Even though the syllabus contains a course on entrepreneurship, the course is evaluated through a written exam. It is necessary to make this paper a practical one, so that all students who undergo this paper will find opportunities to create startups.

2. **Funding:** Students should be provided with small loans to start enterprises while in college.

3. **Cooperatives:** University should take steps to start cooperatives for students for entrepreneurship promotion.

4. **Exapansion of sectors:** Entrpreneurial sectors should not be limited to farming or bakery, other avenues like consulting, training, manufacturing should be given priority.

PRAYAAN, the annual B-School Conclave of Naipunnya Business School is the platform where the Business Leaders of the industry across sectors deliberate upon the dynamically changing trends of the field. This is a flagship program of the Business School and the conclave aims to initiate an intellectual dialogue between distinguished delegates and throw some light upon the criticality of various management disciplines to the corporate world to students in choosing their careers. The seminar is open to all B school students and has been appreciated by several B school students.

Best Practice: 2

Partnering, Restructuring, Accepting, Yearning, Adapting, Accomplishing, & Nourishing (PRAYAAN)

Corporates today are moving towards an integrative approach in everything. Gone are the days when silos

worked together in a firm. Today's firm is an integrated force, with functionalities partnering with each other and working towards a vision. Each functionality in a firm is adopting newer and more diverse roles that transcend the traditional landscape of roles and responsibilities.

With the adoption of new roles, innovation became a logical sequence. The transformation in the way corporates fundamentally function has brought in an era of innovation and pioneering. Each functionality is increasingly adopting strategic roles in an effort to keep up with the dynamic trends and the ever-expanding plethora of challenges that corporates are taking on, progressively.

Theme of PRAYAAN: The advent of a culture of partnering and pioneering in today's corporate universe is the new point of deliberation. This will involve discussions on how different functionalities are adapting to the changes, the strategic nature of the practices, the inter-relatedness of all strategic efforts within a firm, industry or even an economy and what the future holds in store for the corporate universe.

Prayaan and its uniqueness in the context of India higher education: Prayaan (formerly Snehasangamam) is unique in many aspects as it is a program which is devoted to the cause of the marginalized. Naipunnya Business School had been a department of Naipunnya Institute of Management and Information Technology (NIMIT) and started of a program of supporting the marginalized of the society the Physically challenged and Divyangajan children. In 2018, when NBS separated from the parent college to beng a stand-alone college, the new initiative Prayaan was formed. Prayaan is now a career program for MBA graduates alone. Here the speakers will speak on careers open to fresh MBA graduates and also informs them on how to prepare for a career in the corporate as well as on what are the certifications required to be successful as well as what skills are necessary for students to be successful as well as what is expected from the graduates by the corporates. This is different and unique as career seminars are generic in nature targeting all type and specializations of graduates. It is unique because it addresses the future possibilities in India as well as abroad. It is unique because there is no pressure to choose but open and the speakers are chosen in such a way that they are unique in their own ways. Prayaan is modelled in its own way for the B school students because of the fact that many of the students do not have a clear orientation of what is expected from them and fall into careers which are not their choice and as a result are forced to leave their careers mid way. Prayaan brings together students of all B schools and is open to debate and challenge conventional career choices. prayaan also follows a pattern of electing the right speakers who have turned non conventional ideas and have succeeded in making their mark in corporates.

Prayaan Version 2.0: Apart from this vision, Prayaan also has now taken up the CSR initiative. The corporate executives have suggested to include Prayaan as a CSR initiative to build up the marginalized community through creating opportunities for the marginalized based on their skills and knowledge. Now after the second year of its existence, Prayaan apart from being a program to counsel B School students on their career have taken up the new role of providing training opportunities and networking with the Divyangjan students who could be employed and be on their foot for their needs. This new direction has given Prayaan a new lease of life as it is no longer a career counseling program for B school students but a CSR initiative of the students so that the networking between the students and the marginalised community can be continued.

Problems encountered:

Since it is a free will choice, there is no pressure from the students on what they should choose. However, there are some issues for Prayaan.

1. Participation of Students from other B-schools: Getting students together poses a challenge as students are not allowed by some of the B schools to participate in this seminar. B schools have their own format of career selections and they force it on students which becomes a norm. Students do not consider the choices set before them and move on to the conventional choices because of fear of losing opportunities. Seminars are provided by all colleges and students do not find it different.

2. CSR initiatives need funding: Funding has posed to be a challenge for the students to carry on with the program.

Evidence of Success: Prayaan was conducted first in 2019 and has helped students to understand the nuances in career choices. However, the success can be gauged only after at least 4 to 5 programs and the career choices to be studied.   So more research is required and then only we will be able to come out with conclusions on Prayaan

File Description	Document
Link for Best practices in the Institutional web site	[View Document](#)
Link for any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Naipunnya group of institutions was formed with a vision "to reach the unreachable." The institution garnered enough strength to work towards reaching the marginalized and the poor and created enough opportunities to the cause of the poor. This was implemented by providing jobs, and training to people and thereby improved the socio-economic status of the community in the neighborhood. Naipunnya Business School also follows the same vision "to reach the unreachable", however the school believes in caring for the community and the environment. Hence the Business School focused on developing villages and with this vision, the school embarked on creating development in villages around its vicinity.

Adopted villages:

1. 2015 & 2017 – Devikulam Lockhart estate colony

2. 2016 – TVpuram village

3. 2018 – Malakkapara village

4. 2019 – Puthenvelikkara village

Devikulam Lockhart estate colony: is one of the oldest colonies of tea workers in Kerala. The colony people work in estates around them. The colony has workers from Lochart estate as well as nearby estates. Most of the women work as tea leaf pickers and children also follow their family profession. The wages of these employees are minimal and there was also a strike in 2017. Our students have been able to go there and interact with the women folkd and conduct a survey. We conducted a one week fest to cheer up the folks and also sent time teaching the children there on basic hygiene and took some tuittion classes. The students of2017-19 batch also took up their project there and it continues. The Lockhart tea factory also supports the students initiative.

TV puram village: Located in the border of Ernakulam and Kottayam districts, the village is primarily a low socio economic area. The reason for choosing was the backwardness of the village in terms of health as well as the economic backwardness of the village. The village did not have access to sufficient potable drinking water due to the coir industry in the surroundings which polluted the water. Students engaged in cleaning activities, surveys as well as participating in a house construction. The profession of the village is traditional mat weaving, fishing and clam shells processing for making paints and chemicals. The program was jointly conducted with Sahrudaya welfare services as well as the local administration. Students involved were able to understand the socio-economic status of the people as well as contribute in hygiene awareness programs, and participate in the house construction.

Malakkapara village: With the financial support from M/S Henry and Farad Pvt. Ltd., Ernakulam and Naipunnya International, Naipunnya Business School (NBS) and Athirapally Grama Panchayath accomplished the Drinking Water and Sanitation Project, in Perumbara colony of Malakkapara, coming under Athirapally Grama Panchayath, in Thrissur district, Kerala state. The overall objective of the project was to improve health and sanitation conditions of tribal people from Perumbara colony, ward 9 Malakkapara, Thrissur, Kerala State – 680303, by laying pipes for their access to safe drinking water.

The condition of Water Supply, Sanitation and Hygiene of the scheme area was very poorer than in the others parts of rural Kerala. The household of scheme area fetched water from traditional unprotected seasonal springs. From those seasonal sources they were getting only 24-liter unsafe water per person per day which is below than the national standard 45 liter per person per day. They need around 68 minutes to fetch round trip water and had to spend around 4 hours per day to fetch water from each household. Hastham 2018 – Community Development Program of NBS was held from 25th November to 1st December 2018. The work of digging the trenches for laying the pipes was inaugurated by the Vice president of Athirapally Grama Panchayath Mr. Karupasamy in the presence of President Mrs. Thankamma Varghese and Asst. Executive director of Naipunnya Fr. Varghese Assin on 26th November 2018. students took up the project of cleaning a bund in Malakappara town on 28th November. This bund was supplying water to the residents of the town. Students accomplished the bund construction and cleaning despite hardships from leeches as well as wild animal threats. In the afternoon students conducted a training program at the nearby Government UP school at Malakappara. Students taught the children various games as well as conducted painting competition in the school.

Puthenvelikkara village: With the financial support from Naipunnya Business School (NBS), Sudents conducted a camp at Puthenvelikkara Grama Panchayath, called "Hastham" . The cmap included survey of Unnath Bharath Abhiyan and cleaning the public places in Elanthikkara , coming under Puthenvelikara Grama Panchayath, in Ernakulum district, Kerala state. The overall objective of the project was to know the developments and problems of the panchayath through survey and clean the public places within the panchayath of Puthenvelikara ward 7, 8 Puthenvelikkara, Ernakulam, Kerala State – 680303.The project has been formed with representation of the President of Puthenvelikkara Grama Panchayath, Mr P.V Laju,

and the Grama Panchayath Secretary, Mrs. chimamma. Naipunnya Business School was represented by Fr. Assin Thaiparambil, Asst.Executive Director, and Dr. Jacob P.M., Director, NBS and Mr. Nijo Varghese faculty was project coordinator and faculty NBS. The committee had student representation with Mr. Sarath. P Nair and Mr.Arun George as student coordinators. The main problem faced by the farmers in there was the scarcity of water. To provide water for the farmers there was a canal, but the canal was blocked due to sand and shrubs. The cleaning enabled the farmers to get water for ther basic needs. The 5 day camp cleaned the land of water authority of Puthenvelikkara gramma panchayath ward number 7. Students conducted a survey of Unnat Bharat Abhiyan in the households of the village. A class was conducted on "how we can save energy" by Mr.Sreekumar and also a training on making LED bulbs. Every day in the camp, students conducted cultural programmes like Songs, Skits, storytelling, fashion show etc. on various themes for the benefit of the villagers. Students worked in evenings and early mornings to create camp newspaper and reports.

File Description	Document
Link for appropriate web in the Institutional website	[View Document](#)
Link for any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

Naipunnya institutions managed by the Archdiocese of Ernakulam-Angamaly was launched back in 1998 as a vocational training centre addressing the needs of the people around the campus. The institute offered job oriented courses for women initially and then to young people for different jobs. Later as the institute got affiliated with the University of Calicut, it was renamed as Naipunnya Institute of Management and Information Technology (NIMIT). Since its inception, the college worked with an educational vision with a keen focus on career prospects and employability. NIMIT was formally inaugurated on 3rd of June 2002 as an affiliated college under the University of Calicut. Within a short span of time, NIMIT emerged as a much sought after educational institution. Later Naipunnya Institutions spread its wings, with a college at Cherthala, in the district of Alleppey, Naipunnya School of Management (NSM), and public schools at Edakkunnu and Thrikkakara. In 2019, NIMIT was accredited by NAAC with B++ grade.

The Archdiocese has other colleges as well, it has Bharath Matha college, Thrikkakara affiliated to MG University. Bharth Matha college, Choondy, Aluva attached to the MG University, Bharat Matha College of legal studies, MG University.

The Governing Board is the committee which takes decisions at the institutional level. The governing Board works on institutional change and is also responsible for quality assurance, efficiency and effectiveness. The Governing body performs the following functions :

- To organise the teaching in the college and to determine the teaching requirement of the college.
- To monitor and evaluate the teaching programmes in the college
- To appoint the Principal/Director, the teaching and non-teaching staff.
- To perform such other duties and exercise such other powers as may be entrusted by the management and the University.
- The Governing board meets twice in a year.

The members of the governing board are:

1. Cardinal George Alenchery, Patron
2. Mar Antony Kariyil, President of the Trust
3. Fr. Dr. Paulachan K. Joseph, Executive Director
4. Fr. Varghese Assin, Assistant Executive Director
5. Fr. Thomas Valookaran, Assistant Executive Director
6. Fr. Dr. Varghese Pulikal, Campus Minister

Concluding Remarks :

"We will be relentless in our pursuit for perfection. We won't ever be perfect - but in the process we will achieve greatness" Vince Lombardi

Business education around the world is facing a unique crisis of relevance in the current scenario. All the aspects of Business education such as quality of MBA aspirants, the syllabus, business research, publications,

industry-institute interface, Faculty development programs, Management development programmes, placements, career development are looked into seriously by the stakeholders, statutory bodies and the industry.

As a B-school in a rural setting, our students are also facing similar situations. Hence in order to meet the expectations of all the key stakeholders such as students, faculty, society, industry, government and global community at large, NBS is addressing these issues collectively, by enabling our key stakeholders, in the process and making systematic improvements. We regularly team up with our governing council consisting of academic intellectuals and business leaders for broad-based consultations to develop a holistic framework for effective Management education.

Improving Education: The value of an MBA degree is declining due to the lack of knowledge and skills that graduates learn from their classes. Hence we have made summer internships mandatory even though the same is not incorporated in the syllabus. For operating this we work on all Saturdays to ensure that the syllabus is getting its priority.

Employment: Even though the marketplace becomes very tough and competitive because of the increase in the number of graduates, NBS offers unique placement training strategies focusing on skills and knowledge through seminars, workshops so that the expectations of graduates in terms of a good job and salary are definitely higher.

Faculty: Faculty quality is one of the topmost priority of NBS, it is difficult to find trained, qualified and experienced faculty members. However, we recruit, retain and re-skills our faculty members so that they are able to connect between the classroom and the boardroom.

Leadership development: We at NBS also emphasize on developing leadership skills, so that our students are able to integrate that in the roles, and responsibilities to the organizations they work for.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	**Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years** 1. **Academic council/BoS of Affiliating university** 2. **Setting of question papers for UG/PG programs** 3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses** 4. **Assessment /evaluation process of the affiliating University** Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: C. Any 2 of the above
1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification: _(table below)_ Answer After DVV Verification : _(table below)_ Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric during clarification.
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders* *1) Students* *2)Teachers* *3)Employers* *4)Alumni* Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above Remark : The HEI did not attach any form filled by any element of the feedback system. The HEI

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
58	79	34	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
58	95	35	0	0

	was requested to provide 05 filled forms from each category together with the action taken on each of these. The HEI has not attached any form during clarification. HEI statement of numbers does not carry a meaningful interpretation. The HEI has not provided link to the visible working page on its website.
1.4.2	**Feedback process of the Institution may be classified as follows:** **Options:** 1. **Feedback collected, analysed and action taken and feedback available on website** 2. **Feedback collected, analysed and action has been taken** 3. **Feedback collected and analysed** 4. **Feedback collected** 5. **Feedback not collected** Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website
2.4.3	**Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)** 2.4.3.1. **Total experience of full-time teachers** Answer before DVV Verification : 31 Answer after DVV Verification: 31
3.1.1	**Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)** 3.1.1.1. **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
50000	0	0	0	0 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
0.5	0	0	0	0	
3.3.1	**Number of Ph.Ds registered per eligible teacher during the last five years** 3.3.1.1. **How many Ph.Ds registered per eligible teacher within last five years** Answer before DVV Verification : 4 Answer after DVV Verification: 00 3.3.1.2. **Number of teachers recognized as guides during the last five years**

Answer before DVV Verification : 1

Answer after DVV Verification: 3

Remark : The HEI was requested to provide copies of the registration certificate of each of the research scholars issue by the university where the students were registered for PhD. While the HEI has provided copies of the recognition of the research, the registration particulars of the scholars is not provided. As per the HEI statement in the response dialog box and the data provided.

3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the last five years**
	3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last five years.**
	Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
18	4	1	2	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
03	00	00	01	00

Remark : As per the HEI data provided with the Metric. Two papers of Dr Suraj in Scopus (2019-20) and papers in Think India Journal 2017 and 2019 considered.

3.3.3	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**
	3.3.3.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**
	Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
9	15	10	6	14

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
9	15	10	6	14

3.4.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**
	3.4.2.1. **Total number of awards and recognition received for extension activities from**

Government/ Government recognised bodies year-wise during the last five years.

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4	3	1	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	2	0	0	0

3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

3.4.3.1. Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4	3	1	2	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
4	3	1	2	1

3.4.4	**Average percentage of students participating in extension activities at 3.4.3. above during last five years**

3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
209	180	28	72	38

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
75	92	28	65	38

3.5.2	**Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

3.5.2.1. **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	1	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	0	0

4.1.4	**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
752122	654699	22500	12847	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
6.3	6.55	0.22	0.13	0

Remark : As per the HEI data provided with the Metric in response.

4.2.3	**Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
249535	291132	187140	246159	89327

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0.66	1.11	0.57	0.80	0.79

Remark : As per the balance sheet attached with the Metric.

4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**
	4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
139897	403535	55673	103488	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1.4	4	0.6	1	0

5.1.1	**Average percentage of students benefited by scholarships and freeships provided by the Government during last five years**
	5.1.1.1. **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3	0	1	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
3	0	1	0	0

5.1.2	**Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**
	5.1.2.1. **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
86	95	66	6	4

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
21	13	04	6	4

Remark : As per the HEI statement in the response dialog box and the data provided with the Metric in clarification.

5.1.3	**Capacity building and skills enhancement initiatives taken by the institution include the following** 1. **Soft skills** 2. **Language and communication skills** 3. **Life skills (Yoga, physical fitness, health and hygiene)** 4. **ICT/computing skills** Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above
5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.** 5.3.1.1. **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.** Answer before DVV Verification:
5.3.3	

2019-20	2018-19	2017-18	2016-17	2015-16
3	1	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
02	01	0	0	0

Remark : As per the HEI statement in the response dialog box and the data provided with the Metric in clarification. Team awards are counted as 01 only.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
40	47	10	5	5

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
16	10	5	5	4

6.3.2	**Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**
	6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
17	3	8	12	5

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	1	4	1

6.3.3	**Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**
	6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	5	5	6	8

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	03	02	1	0

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**
	6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5	3	3	6	3

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
01	00	00	02	00

6.4.2	**Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**

6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
87000	88000	104192	69000	52000

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
.87	.88	1.04	.69	.52

6.5.3	**Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: B. 3 of the above

7.1.2	**The Institution has facilities for alternate sources of energy and energy conservation measures**

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Answer before DVV Verification : A. 4 or All of the above
Answer After DVV Verification: A. 4 or All of the above

7.1.4	**Water conservation facilities available in the Institution:** 1. **Rain water harvesting** 2. **Borewell /Open well recharge** 3. **Construction of tanks and bunds** 4. **Waste water recycling** 5. **Maintenance of water bodies and distribution system in the campus** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
31	31	31	31	32 | Answer After DVV Verification: | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
33	33	33	33	34	
2.2	**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
11	11	11	11	11 | Answer After DVV Verification: | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
11	11	11	11	11	
3.1	**Number of full time teachers year-wise during the last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
9	10	10	12	9 | Answer After DVV Verification: | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
9	9	10	10	9	

3.2	**Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6	6	8	8	8

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
09	09	10	10	09

4.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3897022	4893941	2850278	3468845	3100710

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
30	40	18.76	23.65	18.26

4.3	**Number of Computers** Answer before DVV Verification : 100 Answer after DVV Verification : 103

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